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ABSTRACT

For this kit, 119 Association of Research Libraries (ARL) member libraries were surveyed to ascertain the extent of employee award programs. The survey focused on identifying how many member libraries have an employee award program and also gathered information on the nature of these programs. Questions were designed to identify what is rewarded, the criteria and selection process used to determine the recipients, types of awards given, when and how the award presentations are made, problems encountered in implementing the program, and advice to those thinking about developing such a program. Respondents having a staff recognition program also supplied copies of their policies and procedures. Following a brief overview of the study and the SPEC survey results, the kit provides examples of the policies and procedures of employee award programs; these materials were contributed by the following institutions: University of California (Irvine, Riverside); University of Colorado (Boulder); Duke University; Georgia Institute of Technology; University of Georgia; University of Hawaii (Manoa); University of Houston; Indiana University; University of Kentucky; National Agriculture Library; National Library of Medicine; University of Nebraska (Lincoln); University of Notre Dame; Purdue University; Rutgers University; Southern Illinois University (Carbondale); State University of New York (Albany, Stonybrook); Syracuse University; Texas A&M University; University of Texas (Austin); Vanderbilt University; and Washington State University. A copy of the SPEC survey questionnaire with a tally of the responses is included. (20 selected readings) (MAB)

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 173

Staff Recognition Awards in ARL Libraries

April 1991

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PUBLISHED 10 TIMES PER YEAR

The Systems and Procedures Exchange Center (SPEC) gathers, analyzes, and distributes information on the management of human and material resources in libraries today. Established in 1973, SPEC serves as a central exchange among ARL members for information useful for strengthening library operations and programs. Through survey and review processes, SPEC gathers valuable information on current library issues, trends, and management techniques. The goals of the SPEC program are to identify expertise and encourage its exchange among library professionals, promoting experimentation, innovation and improved performance in the field of library management.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 173

Staff Recognition Award Programs in ARL Libraries

April 1991

INTRODUCTION

Government, industry and business have had employee award programs for a number of years. The best of these recognition programs enhance employee productivity as well as the recruitment and retention of employees. Literature searches are replete with references to such programs, citing common criteria for the establishment of cost-effective recognition programs as 1) well articulated criteria for determining recipients; 2) assessment of employee attitudes towards the program; 3) publicity and promotion; 4) presentation; 5) administration; and, 6) type and kind of award that should be given.

To ascertain the extent of staff recognition programs among members of the Association of Research Libraries (ARL), the Office of Management Studies mailed a SPEC survey to all 119 members in January 1991. The survey focused on identifying how many member libraries have an employee award program and to gather information regarding the nature of these programs. Questions were designed to identify what is rewarded, the criteria and selection process used to determine the recipients, types of awards given, when and how the award presentations are made, problems encountered in implementing the program, and advice to those thinking about developing such a program. Respondents having a staff recognition program also supplied copies of their policies and procedures.

Recommendations to administrators and institutions contemplating the establishment of an employee recognition program stress the importance of staff involvement in the planning and implementing of such a program along with commitment from management. It is also essential that staff understand and support the procedures, guidelines, and criteria for an awards policy. Guidelines must be clearly written, and criteria applied fairly, objectively, and consistently.

Other suggestions include presenting awards at a social function for all employees which helps develop an esprit de corps within the library. This also gives high visibility as well as recognition to outstanding efforts taking place within the organization.

The awards program should be evaluated on a regular basis so the process does not become routine and boring. Periodic evaluation encourages varying the criteria from time to time. For example, honoring a whole department or unit for work on a special project in which the library is involved, or recognizing team or group efforts in streamlining operations or increasing efficiency in the library. The diversification of awards keeps renewed enthusiasm and support for the recognition program in addition to varying the number of potential honorees.

Advice regarding monetary awards ranged from not having any to having monetary awards, and seeking outside funds or donors to sponsor these programs.

Additional recommendations frequently mentioned in the survey are to solicit nominations from all levels of employees in the organization, make sure the selection process is fair and impartial, and recognize meritorious performance at all staff levels in the library.

SURVEY RESULTS

Ninety responses were received from the 119 questionnaires mailed for a 76% response rate. Forty-four (37%) libraries do not have any kind of recognition program; however, 16 of these libraries indicated they are interested in implementing some sort of awards program at their institutions. Another 44 (37%) libraries do have active recognition programs. Two libraries responded that they would not be participating in the survey.

Award Plans. Analysis of the survey identified two distinct types of award plans. One acknowledges length of service in five-year increments. Promotions, tenure, and retirements are also acknowledged along with length of service. The second is based on outstanding achievement/performance, special contribution to the library or community, or extraordinary professional achievement.

Award Categories. Two other types of awards reported in the survey should be noted. Three libraries have awards for attendance, giving recognition to employees using less than four days of sick leave per year. Other programs acknowledge the most promising employee of the year or the rookie of the year.

Of the ARL libraries with staff recognition/award programs, 10 (23%) recognize length of service only, 17 (39%) honor meritorious service or performance, 14 (32%) commemorate both length of service and outstanding performance, and the remaining 3 (6%) libraries acknowledge attendance. Twenty of these libraries have had employee recognition programs for one to five years. Another twenty libraries have had programs for six or more years, one for more than 35 years. The remaining four

libraries did not state how long their programs have been operational.

Types of Awards. The types of awards given are quite varied. Some libraries give monetary awards, ranging for $25.00 to $2000.00, either as salary increases, one-time bonuses, or gift certificates. Other libraries, ever aware of the scarcity of funds, present plaques, certificates, and/or a variety of gifts ranging from tie tacks/lapel pins, bookbags, desk paperweights, flowers, posters, medallions, or day off with pay. Several respondents stated that recognition and appreciation from the administration is more important than the gift.

Presentations. Thirty-seven (84%) of ARL libraries indicated they presented awards during one staff gathering each year. These functions ranged from luncheons, banquets, teas, receptions, general staff meetings, to picnics. Social events are popular because they provide a festive atmosphere for recognizing those receiving awards. In addition, these events provide an opportunity for administrators to express appreciation to all staff members for the work they have accomplished during the past year.

Awards given other than once a year are primarily based on length of service and are given at or near the anniversary date. Monthly incentive awards are given by one library; another presents awards each semester, and one ARL library gives quarterly awards.

Award Selection. Twenty-three survey participants select award recipients by committee review. Composition of committees is determined by various means. Some committees elect representation from all employee levels; another selects membership by lottery for two administrators and 3 support other staff. Another is composed of five library faculty who are either present or former librarians, each serving two years on the committee. Other committees are appointed by directors and served staggered terms. One committee is composed of one librarian and one member of the support staff representing each division. In the case of each committee, recommendations are forwarded to the library director who makes the final selection decision.

Although the majority of libraries selected recipients by committee, some libraries reported selections were made by senior administrators either with or without nominations submitted from the staff. Employment and personnel records are used to identify longevity and attendance recognition.

ISSUES AND TRENDS

The benefits gained from a viable staff award/recognition program are many. Such programs boost morale, increase productivity, reduce turnover and absenteeism, and build comradery and team spirit within the library. Award programs demonstrate that employees are the most valuable asset an organization can have, and that management truly cares about staff and appreciates employees' contributions towards fulfilling the mission of the library.

This kit and flyer was compiled by Retha M. Robertson, Assistant Professor, Oklahoma State University Library and was prepared as part of the OMS Collaborative Research/Writing Program.

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SPEC Kits (ISSN 0160 3582) are available mainly by subscription. Individual issues may be purchased from the Office of Management Services, 1527 New Hampshire Ave., NW, Washington, DC 20036. Pre-payment is required. (ARL members may be billed.) Payment must accompany order. Price includes library rate postage if shipped in the United States. If you would like your order shipped UPS, please add $5.00 per issue. All orders to Canada must add $5.00 per issue for shipping and handling. All shipments to countries other than the United States and Canada must add $8.50 per issue for shipping and handling.

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 173

Staff Recognition Awards in ARL Libraries

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

SURVEY RESULTS AND COMMENTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036
202-232-8656 FAX 202-462-7849

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Kenneth Bierman, Oklahoma State University

DATE: 2 January 1991

SUBJECT: SPEC Survey on Staff Recognition Awards

Libraries, like most organizations, use a variety of ways to recognize and reward excellence in employee performance. This SPEC Survey requests information about employee recognition awards programs in ARL libraries. Recognition awards are defined as one-time awards (certificates, plaques, money, etc.) given to staff to recognize outstanding achievement or outstanding performance as opposed to on-going commitments (i.e., merit pay).

In addition to responding to the questions below, please include copies of documentation relating to your library's staff recognition program (e.g., policies, procedures, committee charge, publicity, etc.) In some instances, answers to some of the questions below may be included in the documentation. Please feel free to refer to the material (by page number) in place of writing out an answer.

Please return this questionnaire and documentation by **February 4, 1991** to:

Kenneth Bierman
AUL for Technical & Automated Services
Oklahoma State University Library
Stillwater, OK 74078-0375
(405) 744-5955

SPEC SURVEY - STAFF RECOGNITION AWARDS

Library/Institution: _____

Contact Person: _____

Title: _____ Telephone: _____

1. Do you have a staff recognition awards program in your library?

   44 If yes, continue with question #3. **PLEASE ENCLOSE COPIES OF YOUR RECOGNITION AWARDS POLICIES AND PROCEDURES.**

   44 If no, complete question #2 and return questionnaire to Kenneth Bierman, AUL for Technical & Automated Services, Oklahoma State University Library, Stillwater, OK 74078-0375.

2. Are you planning to begin a staff recognition awards program in the near future?

   16 yes _____ no

3. What type of award do you present (e.g., certificate, plaque, money, etc.)

	certificate	plaque	money	other (specify)
Professional Staff	20	9	18	16
Support Staff	22	10	22	17
Student Employees	1	2	3	5

4. How long have you had a recognition awards program?

2 -1 year
5 -2 years
9 -3 years
2 -4 years
2 -5 years
5 -6-9 years
6 -10-15 years
4 -16-24 years
5 -over 25 years
4 -uncertain how long have had program

5. What are the goals/objectives of your recognition awards program? (Use the back of this sheet if necessary; refer to specific pages in accompanying documentation if appropriate.)

Length of Service: 10
Distinguished Service: 17
Both: 14
Attendance: 3

6. What criteria are used in determining the award? (Use the back of this sheet if necessary; refer to specific pages in accompanying documentation if appropriate.)

7. What problems, if any, did you encounter when implementing your recognition awards program?

8. Who selects the award recipients?

23 committee
15 administrators
3 other (please specify):
4 supervisors
5 library director

9. Describe the procedures and/or enclose appropriate documentation used to determine award recipients.

10. How often are the recognition awards presented?

37 annually
1 monthly
1 quarterly
9 other (please specify):

10

11. When are the recognition awards presented?

7 general staff meeting
3 departmental staff meeting
9 other (please specify):

25 reception
3 luncheon

12. Do you publicize the awards recipients outside of the library?

15 no

28 yes. If yes, please describe how.

13. In your opinion, what is the attitude of most library employees toward your recognition awards program? (Use the back of this sheet if necessary.)

14. In your opinion, what effect does the recognition awards program have on staff morale? (Use the back of this sheet if necessary.)

15. What advice would you give to another library considering implementing a recognition awards program? (Use the back of this sheet if necessary.)

Please return this survey form and appropriate documentation by **February 4, 1991** to:

Kenneth Bierman
AUL for Technical & Automated Services
Oklahoma State University
Stillwater, OK 74078-0375
Telephone: (405) 744-5955

Survey commentary:

5. Goals and objective of recognition awards program.

Duke University - recognize at all levels special contributions to library, found creative ways of resolving research library problem, enhancing service or increasing efficiency.

University of California Irvine - honors support staff who have performed jobs well, made valuable contributions to their department and library, encourage and reward excellent performance. Development awards - provide resources for career development for promising employees.

Texas A&M - are in documentation

University of California Davis - to reward especially meritorious service. Professional - extraordinary professional achievement.

Notre Dame - creative contribution, continuous outstanding service

National Library of Medicine - exceptional performance, outstanding contributions to achieving library mission.

University of Kentucky - (University Program) recognize individuals outstanding contributions to underscore Information Systems emphasis on commitment, initiative and innovation.

SUNY/Albany - Years of services, acknowledge staff contributions build sense of community

McGill - recognize exceptional contribution to programs of Library System or to profession

University of Georgia - special service to Library and longevity

Indiana University - Professional, contributions to library and profession. Support, contributions to library, community and campus. Students, length of service.

Rutgers - recognized individuals who've done something extra special.

University of Hawaii - recognize exceptional merit/contribution of civil service support staff to library.

University of Nebraska - outstanding contributions service and job performance, librarians and staff.

University of Missouri/Columbia - student and for staff (support and professional) contribution to mission of library. Outstanding performance, ideas and creativity resulting in library efficiency or effectiveness, or service.

Georgia Institute of Technology - primary purpose to boost morale; awarded to only 1 person.

University of Tennessee - Recognize faculty and staff making special or continuing contributions to library - 2 awards given each semester.

5). con't

University of Arizona - recognize continued contribution of staff to meeting goals, have fun and make people feel good about working there. Based on 5 years service.

University of Houston - outstanding staff, achievements, and for long time service and commitment.

7. What problems in implementing program?

Duke - objection to spending money this way when so many other needs.

University of California Irvine - too new in position to respond historically.

Texas A&M - implemented elsewhere on campus

Notre Dame - ensuring objectivity and fairness

National Library of Medicine - positive

University of Kentucky - achieving recognition of award within University community.

SUNY/Albany - no difficult problems

McGill - no special problems in implementation.

University of Georgia - just starting this year.

Indiana University - always shortage of nominations for professionals.

Rutgers - recognizing individual; not group efforts

Southern Illinois - (support staff only) none - although always problem of popularity contest (maybe harder after obvious, old-timers have gotten it and only newer ones left as candidates).

Nebraska - no significant problems

University of Missouri/Columbia - terminology caused some to think applicable to support staff only.

Georgia Institute of Technology - deciding what kind of award appropriate and how many awards to give out.

University of Tennessee - none

University of Arizona - most are appreciative and seem to enjoy it - good effect chance to say thank you for daily workers often not recognized.

University of Houston - well received from beginning and taken seriously by selection committee and recipients.

13. Attitude of employees toward program

Duke - most have positive attitude

University of California Irvine - 2 types of reactions - genuinely pleased and feel about time someone did something nice, wonder why 1 recipient chosen over another person.

Texas A&M - well received

Smithsonian - most like awards program, early dissatisfaction from not knowing why awards given. Having written guidelines helps.

University of California Davis - some clerical/tech staff feel its longevity award and a "right" rather than awarding outstanding performance. Satisfaction from recipients and dissatisfaction who didn't receive.

Notre Dame - pleased

University of Kentucky - most view as indication of University support for its employees.

SUNY/Albany - positive and enthusiastic

McGill - no data on staff attitude - their impression is its seen as special honor, generally seen in favorable light

SUNY/Buffalo - other than longevity tends to open up environment suitable for development of grudges, inequity, and disappointment.

Indiana University - positive, although not extremely enthusiastic. Professional staff seldom nominate each other.

Rutgers - enjoy awards; certain degree of status; networking and socializing at reception.

Southern Illinois - all agree is an honor. Genuine mark of appreciation, symbol of desired status. candidates).

Nebraska - very positive; haven't heard any negative comments.

University of Missouri/Columbia - most seem to appreciate and seems to raise morale.only.

Georgia Institute of Technology - positive; indifference at first as employees were uncertain about process.

University of Tennessee - seems to be well received - get lots of nominations.

University of Houston - extremely positive.

14. Effect on staff morale

Almost none.

Gives sense of belonging and being appreciated.

Positive.

Helps--some look forward to eligibility (for length of service).

Very little effect, except during reception, morale of recipient gets boost.

Definitely morale booster for staff.

Neutral.

Chance to say thank you to daily workers who may or may not be outstanding.

Sends right message.

Most cases good, especially recognition of technical staff.

Growth of awards program has had boosting effect on morale.

Reinforces management concerns about staff and appreciates contrubutions made by staff.

Helpful--is a nonthreatening program.

Encourages positive attitude and provides incentive to make extra effort.

Carries presitge; good role model for younger staff.

No data, but each year growing competition for honor.

Symbol of desirable status.

Think staff would miss it--boosts morale for a while.

Good for those getting awards, but those nominated and who do not win are unhappy.

The only public acknowledgement of appreciation to staff.

Had inquiries from staff about starting recognition for them (presently librarians only).

Increases morale and promotes team spirit.

15. What advice would you give to another library considering implementing a similar program?

Duke - involve staff in planning and implementing. Same awards apply to professional and support staff. Seek outside funds/donors for big events. Evaluate program on annual basis. Err on side of too many awards; rather than too few. Go first class.

University of California Irvine - Try to be as consistent as possible in applying criteria.

Smithsonian - have written guidelines available to all staff and use staff or peer groups to assist in selection.

National Library of Canada - management commitment; high visibility of presentations; fairness and consistency in rewards; clarity of purpose - award must be consistent with values of organization.

National Agriculture Library Clear guidelines - type of awards; amounts consideration for what level of effort or accomplishment and who is considered for award. Who recommends for awards; who reviews and who approves.

University of Houston - well worth time and effort if program is perceived to be fair and accomplishes its goal of recognizing outstanding performance.

University of California/Riverside - discuss thoroughly with staff to get their support.

Georgia Institute of Technology - very positive outcome for very little effort on part of administration.

University of Missouri/Columbia - set up guidelines and procedures early and have criteria clearly understood by selectors.

University of Hawaii - procedures and guidelines developed by staff and not imposed top down include all levels of staff.

University of Illinois/Chicago - seek advice and input of employees during planning stages.

Rutgers - consider rewarding team/group efforts as well as individuals. Vary the criteria so don't become boring or expected perhaps reward individual or group who suggests way to streamline operations or increase efficiency of library.

Syracuse - selection panel drawn by lottery from all staff and their recommendation given to administration or group overseeing the event.

Indiana University - favor program because lack of one might have negative effect on morale. Might indicate lack of interest.

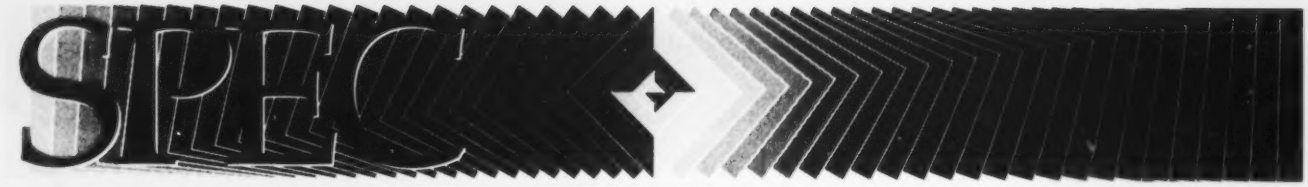
University of California/Davis - solicit nominations from co-workers as well as supervisors/department heads. Publicize criteria in detail for full understanding of process.

15). con't

University of Kentucky - publicize award clearly stating criteria. Selection committee wide representation and fair one of all eligible components. Explain procedures - clearly and publicly. Actively solicit nominations from all. Ensure confidentiality, where applicable.

University of California/Santa Barbara - no monetary awards.

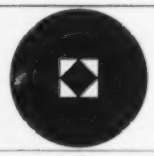
SUNY/Buffalo - think it's hard to recognize for other than longevity, promotion, tenure, etc. Since it opens up environment for development of grudges, inequity and disappointment. Expect to encounter lot of difficult decisions on what and who to recognize in their new, expanded program. Worth doing; try to make selection objective; and not administrative task.



SYSTEMS AND PROCEDURES EXCHANGE CENTER

RECOGNITION PROGRAMS: POLICIES AND PROCEDURES

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

THE KUDOS AWARD FOR SUPPORT STAFF EMPLOYEES

A. THE AWARD

The KUDOS Award is an honorary award presented to one or more outstanding support staff employees by the University Librarian at the annual State of the Library Address. A maximum of two (2) employees may receive the award in the same calendar year.

The KUDOS Award shall consist of a framed letter of commendation signed by the University Librarian, a copy of the recommendation to the University Librarian (which shall also be placed in the recipient's personnel file), a biographical write-up in Library Items, and a monetary award.

B. KUDOS AWARD COMMITTEE

The KUDOS Award Committee shall administer the policies and procedures as defined in this memorandum and make its recommendation for the recipient(s) of the Award to the University Librarian.

C. COMMITTEE MEMBERSHIP

The KUDOS Award Committee is an administrative standing committee and shall consist from three to five (3-5) library support staff employees. The University Librarian will solicit suggestions from the Library Staff Association (LSA) executive board and the AUL for Personnel Services. A notice will also be place in LIBRARY ITEMS to solicit interest for serving on the KUDOS Award Committee.

The terms of the KUDOS Award Committee will be staggered so that no more than three members will finish their terms each year. The AUL for Personnel Services will serve as a member ex officio. Before adjourning each year, the Committee will select, from its continuing members, a person to act as chair for the following year. The support staff members shall serve two year terms.

D. REPORTING RELATIONSHIP

As an administrative standing committee, the Committee shall report to the University Librarian through the AUL for Personnel Services and shall keep the Library Staff Association (LSA) apprised of its non-confidential activities and shall coordinate the presentation of the Award with the president of the Library Staff Association (LSA).

E. CRITERIA FOR THE AWARD

Career support staff employees must be employed at the time the award will be given (usually January or February) and shall be evaluated by the following criteria when nominated for the Award: 1) job performance, 2) contribution to the department, and 3) contributions to the library. A detailed description of these criteria shall be written into the annual call for nominations for the Award.

F. POLICY

1. All nominations and supporting documentation received by the Committee or any of its members, as well as all discussions by the Committee and decisions taken, shall be strictly confidential. All nominations and documentation received shall be destroyed following the Committee's recommendation to the University Librarian and the presentation of the Award.

2. Nominations may be made by any employee in the Library, including an employee who may wish to nominate himself or herself. Academic appointees in the Librarian Series or the AUL series are not eligible for the KUDOS Award but may nominate support staff employees. Members of the KUDOS Award Committee may not nominate nor themselves be nominated for the KUDOS award while serving on the Committee.

3. At the time the nomination is made, the nominator shall provide the Committee with supporting documentation based on the published criteria.

4. The nominator shall assure that the Committee receives at least three and no more than five letters of nomination from library employees who are knowledgeable about the nominee's contributions related to the criteria.

5. If documentation received does not adequately support the recommendation of at least one nominee, no recommendation shall be made.

<u>Procedures</u>

The Committee shall

1. Annually in the fall quarter, issue a CALL for nominations for the KUDOS Award. The CALL shall include a detailed description of the criteria, the procedures to be followed, and the due date for nominations to be received. Under no circumstances will the announced due date be extended.

2. Receive all nominations with supporting documentation, collected by the AUL for Personnel Services on behalf of the KUDOS Award Committee for its consideration. The Committee will rank the nominees in order of priority.

3. Maintain confidentiality and the AUL for Personnel Services, on behalf of the Committee, will destroy all paperwork as required by policy.

4. Recommend to the University Librarian one or more nominees for the Award.

5. Plan and coordinate all activities, including:

    1. Preparation of the memo to the University Librarian, recommending recipient(s).

    2. Handling the plaque(s) preparations.

    3. Getting the names printed on the plate for the plaque that is located in the lobby.

    4. Coordinating the presentation of the Award at the State of the Library Address.

University of California
University Library

PERSONNEL ADMINISTRATIVE MEMORANDUM NO. 3.9 November 7, 1986

UNIVERSITY LIBRARIAN'S SERVICE AWARD

PURPOSE

The purpose of the University Librarian's Service Award is to provide recognition for Library employees exhibiting outstanding achievements, performance, or service on the job or in the campus community.

GOAL

The goal of the University Librarian's Service Award program is to provide a means by which the University Librarian and Library Management can express appreciation to the employee for outstanding accomplishments.

PRESENTATION

Semi-annually, an employee (Staff or Academic) will be recognized for services and achievement within the Library or the campus community. Presentation of such acknowledgement will be made by a Certificate of Recognition and a cash award. Additionally, acknowledgement will be made through display of the University Librarian's Service Award plaque in the lobby of the Library and/or the Library or facility in which the recognized employee works. A copy of the award will become a permanent record in the employee's personnel file. Name plates of prior recipients will be displayed on an award permanently located in the lobby of the Rivera Library.

CRITERIA FOR AWARD

For a Library employee to be nominated for the University Librarian's Service Award, the following basic requirements must be met:

-Must have completed one year of library service.

-Must not have received the award during the previous eight academic quarters.

-Must have met one or more of the following criteria for nomination:

I. Nomination based on continued excellent service.

A. Identify the excellence of service by specifics. Include an assessment of contribution and impact on department and Library.

B. Willingness to help other employees at any level if capable of doing so.

II. Nomination based on contribution of ideas to the department.

A. Explain the specific ideas.

B. Explain the benefit to the department and the Library and how the idea resulted in time-saving, increased quality or control of an operation, or increased harmony of effort with other units.

III. Nomination based on completion of special Library projects.

A. Cite name of project. Define project purpose. What was expected? How long to complete? Magnitude. What role did nominee play? Assessment of value of project to department and Library.

B. Describe procedure or process as appropriate.

C. Identify level of staff supervision exercised by nominee.

D. Include both quality and quantity of work completed.

IV. Nomination for outstanding service in the campus community.

A. Describe project or service in brief, including time or duration of performance, purpose, and relation to Library's goals and objectives.

B. Cite service performed and benefit it has provided the campus community.

PROCEDURE FOR NOMINATION AND AWARD

Any employee may submit a nomination form to recognize any other employee of the Library. Nominations should not exceed one page in length. The Library Personnel Office will issue a call for nominations approximately one month before the award is to be made (usually December and June. Nomination forms can be found in PAM 3.9 or obtained from the Library Personnel Office

Upon receipt of nomination, the Library Personnel Office will review and record the request.

All nominations will be reviewed by the Service Award committee which will forward its recommendation(s) to the University Librarian within fifteen (15) days. Only nominations submitted in response to the call will be considered, but persons making nominations are encouraged to resubmit them. Resubmitted nominations for recognition of a "special project" will be considered for award during the calendar year in which originally submitted only.

If the University Librarian concurs with the recommendation(s) of the Service Award Committee, the Library Personnel Office will prepare the appropriate Certificate of Appreciation and arrange for its presentation.

The Library Personnel Office will arrange for display of the award in the designated area.

SERVICE AWARD COMMITTEE

The Service Award committee will be comprised of three members: the Library Personnel Officer, who shall serve as a permanent member, and one staff employee and one librarian appointed by the University Librarian. Appointment shall be for a period of one year, and members may no serve consecutive terms.

RIVERSIDE: THE UNIVERSITY LIBRARY
RIVERSIDE, CALIFORNIA 92517

August 24, 1987

TO: Library Staff

FROM: James C. Thompson
University Librarian James Thompson JCT

RE: UL's Award for Cost-Saving Suggestions

At the suggestion of the Library Staff Association, I am instituting a University Librarian's Award for cost-saving suggestions by staff members. An employee's suggestion which results in significant identifiable savings for the library may make the employee eligible for a cash award, provided the improvement is not one which would be expected in the normal course of the employee's work. Staff members may be nominated for this award by their supervisors or themselves; nominations should be sent to me with accompanying justification.

JCT/ec

UNIVERSITY OF CALIFORNIA — (Letterhead for interdepartmental use)

COMMITTEES AND OFFICES Approved 3-1-90

1626 RALPH E. ELLSWORTH AWARD COMMITTEE

The Library faculty offers the Ralph E. Ellsworth Award for excellence in librarianship. The Award recognizes a member of this faculty for outstanding contributions to the Libraries, the University, and/or the library profession, and carries a monetary prize of $500.

Award decisions are made by an Awards Committee on the basis of documentation accompanying nominations. Guidance of the documentation may be found in the Library Faculty document of 2-2-89, entitled "Criteria and Standards: Promotion and Tenure", Sec. II, A-C and Sec. III A(2). Nominations must be submitted to the Chair of the Awards Committee before March 1.

All members of the Faculty of the University Libraries are eligible for nomination by any other member of this Faculty.

A librarian may be nominated for accomplishments during the most recent past year or during a period of years. The award may be given for a specific period.

A librarian may achieve the award only once within a five year period.

The Awards Committee shall consist of three librarians elected by the Library Faculty at large. The term of committee service is two years, except in the first election, when one librarian shall be elected for one year only. Thereafter, all will be elected for two years each.

The Director of Libraries, as principal administrative officer, is not eligible to serve on the Awards Committee, to participate in the nomination process, or to receive an award.

OFFICIAL ABSTRACT FORM
(Read all instructions before typing and mailing)

Staff Recognition Program in the Perkins Library System.
JANIE C. MORRIS* and ANN F. STONE Duke University, Durham, N.C.

In 1988, Jerry Campbell, Duke's University Librarian, challenged library staff to seek creative ways to solve research library problems. At the same time he sought ways to reward and recognize staff who accepted his challenge. The result is Duke's two-part Recognition Program. The Bright Idea Award recognizes individuals who have contributed bright ideas that have found positive application in the workplace by enhancing service and/or efficiency. Any staff member may nominate any other staff member for the award. Each month a five-member Recognition Review Board chosen by the library staff screens nominations submitted during the month. Winners receive $50.00 and publicity in the Information Bulletin, an in-house bimonthly publication for all staff members. Secondly, STAR (Super Talent Appreciated and Recognized) Awards are presented annually to those persons who have made special contributions during the year. The Recognition Review Board screens nominations for STARs in several categories, including entrepreneur, problem-solver, and communicator. Winners are recognized at an elegant dinner to which the entire staff is invited. Honorees receive a day off with pay and a specially designed memento. The program continues to be well received, and creative ideas continue to be generated, implemented, and recognized.

Category number from page 3

Signature of Applicant: _____

Name: Janie C. Morris

Address: Special Collections Dept., Perkins Library

Duke University, Durham, NC 27706

Telephone: (919) 684-3372 **/FAX :** 919-684-2855

ANNUAL RECOGNITION PROGRAM

An annual recognition program for Perkins Library staff will be implemented next spring. Nominations for STAR (Super Talent Appreciated and Recognized) Awards, by select category, will be received through April 15, 1989. A form for submitting names is attached to this *IB*. Any staff member may submit names, and all staff are eligible for consideration. The current Review Board will screen nominees and make recommendations to the University Librarian for final approval. Winners will be recognized at a spring event for all employees. Each honoree will receive a specially designed T-shirt and a day off with pay.

Categories for STAR Awards are listed below:

Adapter: a flexible individual, who adjusts quickly and readily to necessary changes within the organizational environment.
Communicator: an information giver, who transmits information, thoughts, and ideas in such a clear way that they are satisfactorily received and understood.
Cool Under Fire: a real champion, who remains calm and unflappable regardless of the circumstances.
Creative Genius: an original thinker, who generates new and useful ideas for the good of the library and the institution.
Entrepreneur: a risk taker, who boldly and voluntarily undertakes an important or difficult project.
Ice-breaker: a social agent, who breaks the organizational ice and unifies the organization socially.
Implementer: a doer (finisher), who puts plans and ideas into effect in concrete ways.
Innovator: a change maker, who introduces new ideas, methods or ways of doing things.
Morale Builder: a supporter (encourager), who boosts the spirits of others, increasing their courage, enthusiasm, or confidence.
Networker: a connector, who brings people together to exchange ideas and improve organizational effectiveness.
Problem Solver: a solution finder, who anticipates, analyzes, and resolves perplexing questions in a constructive and cooperative manner.
"Resident" Resource: a guide, who is a whiz at thinking of ways to do things and consistently has ideas for handling difficult situations.
Sounding Board: a facilitator, who invites and receives ideas or opinions and contributes to their dissemination.
Streamliner: an efficiency "expert", who simplifies operations and enhances productivity.
Teacher: an instructor, who imparts knowledge to others and increases their skills by providing appropriate guidance and training.
Trouble Shooter: an expert restorer, who is the person you call when something goes wrong.
You Name It: prepare your own special category.

BRIGHT IDEA RECOMMENDATION

You are invited to nominate a staff member in the Perkins Library system for the Bright Idea Award, which recognizes individuals or groups who have contributed bright ideas that have found positive application in the work place by enhancing service and/or efficiency. .

Nominee: _____

Library Department: _____

Based upon the above criteria, use the space provided below to explain why your nominee should receive the Bright Idea Award.

Remarks: _____

_____

_____

_____

_____

_____

_____

(add additional sheet if necessary)

Nominator's Name and Department _____

_____

Date:

Recommendations should be forwarded to the Recognition Review Board, 215 Perkins Library

PERKINS LIBRARY

STAR (Super Talent Appreciated and Recognized) Award Recommendation

You are invited to nominate a staff member in the Perkins Library system for a STAR reward, which recognizes, by category, super talent and special contributions to the Library since April 1988.

Nominee and Department: _____

Category: _____

Use the space provided below to explain why your nominee should receive the award, giving specific examples to support your nomination.

Remarks: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(add additional sheet if necessary)

Nominator's Name and Department _____

_____

Date:

Recommendations should be forwarded to the Recognition Review Board, 215 Perkins Library.

Georgia Institute of Technology

TO: All Library Staff

FROM: Miriam A. Drake
Dean and Director of Libraries

RE: Price's Pride Award

Do you know someone on the staff who is deserving of special recognition for something they did this year? Someone who consistently performs well, who handles crises and/or backlogs with aplomb, or who is an example to others? Shortly, I will be presenting the Price's Pride Award at the First Annual Staff Appreciation Day, time and place to be announced.

Please complete the attached form to nominate someone who you feel is deserving of recognition. This nomination is submitted anonymously, and should not include anyone employed for less than one year at the Georgia Tech Library and Information Center. Please consider nominating a person who consistently performs his or her job with creativity and initiative, who has contributed towards the accomplishment of a significant project, or who has offered outstanding service to the Georgia Tech community. Serious nominations with a humorous narrative are welcome. The nominations will be reviewed and the selection made by the Adminstrative Council.

Please submit these nominations by April 16, 1990 to:

Helen C. Wiltse
Library Administration

Thanks for making our Staff Appreciation Day a success!

NOMINATION FOR PRICE'S PRIDE AWARD

Name of Nominee _____

Department of Nominee _____

Reason: _____

_____

_____

_____

_____

Return by April 16, 1990 to: Helen C. Wiltse
Library Administration

University of Georgia Libraries
Employee Recognition Program Proposal

Employee recognition should be an integral part of every organization. Informal recognition of employees should be encouraged in every department and unit. Recognition of service to the Libraries through committee work and special projects should always be followed up by a letter of appreciation from the appropriate administrator or committee chair. However, a recognition program which recognizes employees and their contributions in a formal way before their peers is an important motivator and team builder in any organization.

MODEL

It is recommended that an annual banquet be planned each spring for the purpose of recognizing employees. To facilitate the planning, an Employee Recognition Committee should be designated each fall. The Committee should be representative of all levels of staff and all divisions in the Libraries. The Committee should be composed of eight people (one faculty member and one staff member from each division: Branches, Collection Development/Public Services, Technical Services, and Administration. The Committee should be charged with designating the areas of recognition, soliciting nominations, choosing the award recipients, and planning the actual program.

AREAS OF RECOGNITION

It is recommended that the areas of recognition include special service to the Libraries (e.g., important accomplishments, special projects, innovative ideas, etc.) as well as more traditional areas such as longevity (5 year increments) and retirement.

NOMINATIONS

After the Committee has decided upon categories of recognition it should solicit nominations in writing from the entire staff. A time frame for accepting nominations should be established and maintained. The nomination should include the person, department, committee name, etc. as well as a detailed explanation of the reason for nomination and how this service/idea has made a difference in the Libraries. The names of the award recipients should be kept secret until the award ceremony. After the nomination period has closed the committee will make recommendations to the Director of Libraries on who the award recipients will be in the various categories. The Director will review the recommendations and notify the Committee of his final decision.

PROGRAM

The banquet should be a formal occasion to which all employees and a guest are invited by the Director of Libraries. The program should include a meal, a short speech by the Director of Libraries and presentation of awards. We suggest selling tickets to help defray the cost of the event.

METHODS OF RECOGNITION

Appropriate means of recognition may include the following:

-Plaques, pins, certificates, t-shirts, mugs, etc.

-Training seminar

-Cross training opportunity

-Book purchased in employee's name with bookplate inserted.

-Notice of banquet and award recipients in newspapers.

-Development of a staff recognition bulletin board which would include notice of the award recipients.

FEK/jhr

cc: Ann Hope
Jacquelyn Houston
Beata Kochut
Janet Lawrence
Deanna Roberts
Betty Ruff
Barbara Valentine

University of Hawaii at Manoa

University Libraries
Thomas Hale Hamilton Library
2550 The Mall • Honolulu, Hawaii 96822 • Cable Address: UNIHAW

September 21, 1990

MEMORANDUM

TO:

John Haak
G. MacMillan/J. Ehrhorn
P. Mochida/J. Watson
A. M. Ishiki
Admin Office/G. Inaba
Fiscal Office
F. Jackson/G. Correa

Asia Collection (2)
Cataloging (2)
Circulation, HL (2)
Circulation, SL
Cooperative Services
Gifts and Exchange
Gov Docs, Maps, Reprog (2)
Hum/Soc Sci Ref (2)
Library Systems Office
Mailroom
Media Services
Monographs (2)
Preservation & Restoration
Reference, SL
Sci Tech Ref
Serials (2)
Special Collections

FROM: Ad Hoc Committee for for Civil Service Merit Award

RE: University of Hawaii Libraries Award for Civil Service Employees for 1990.

University Librarian, John R. Haak, has appointed the Ad Hoc Committee for Civil Service Merit Award to solicit nominations and consider recommendations for presentation of the University of Hawaii Libraries Award for Civil Service Employees.

The award is made to recognize an outstanding civil service employee in the Library for definitive contributions toward upgrading, improving and expediting the various programs of the Library.

The following guidelines will serve as the basis for granting the award:

1. The award will be named the University of Hawaii Libraries Award for Civil Service Employees.

2. The amount awarded will be $75.00.

3. The award is limited to an individual civil service employee with full time permanent status.

4. Recommendation for the award can be made by anyone employed full time in the Libraries (Department Heads, Division Heads, supervisors, co-workers, including members of another Library Unit) -- everyone except members of the Ad Hoc Committee itself.

5. The Ad Hoc Committee will use State of Hawaii Personnel Rules and Regulations, 12B, "Incentive Award" and the guidelines of the civil service evaluation forms in making their recommendations to the University Librarian.

6. The final selection will be made by the University Librarian based upon no more than three names submitted by the Ad Hoc Committee, and with such additional advice as he may wish to seek.

7. Any previous recipient is ineligible for subsequent award, except in the most unusual of circumstances, which must be fully documented. Current staff who have received awards in the past are: Mary Muraoka, Ethel Ito, Anna Noborikawa, Janette Nagao, Lynne Sugiyama, Felicidad Orsino, Mildred Akamine, Irene Akemoto and Jacqueline Ching.

8. The award is not to be considered an annual award, but will be awarded when there is a deserving recipient.

9. Generally only one recipient will be named in any given fiscal year.

DEADLINE -- October 19, 1990

Recommendations must be addressed to the Ad Hoc Committee and turned in to Ann Marcia Ishiki in HL 111 by FRIDAY, OCTOBER 19, 1990.

The date for presentation of the award will be announced later.

Attached is a form to be used for submission of the recommendation. If you need additional forms, please make copies of the one attached, or check with the Personnel Office.

In accordance with the guidelines, no member of the 1990 Ad Hoc Committee is eligible as a candidate for this award. Members of the Committee are:

Felicidad Orsino
Jacqueline Ching
Guy Inaba
Lynette Furuhashi

ATTACHMENT

cc: Committee Members

NOMINATION FORM

UNIVERSITY OF HAWAII LIBRARY
Merit Award for Civil Service Employees

The purpose of this Award is to give recognition to a Civil Service employee who has made "definitive contributions toward upgrading, improving and expediting the functions of the Library."

NAME OF CANDIDATE _____

DIVISION _____

1. List reasons why nominee is outstanding and deserving of Award:

_____

_____

_____

_____

2. List examples of outstanding performance and contributions made by nominee which have benefited the Library (such as improved operations and procedures, greater efficiency, etc.). Give consideration to cooperation and attitude of the nominee:

_____

_____

_____

_____

3. Other comments: (Please add attachments as desired)

_____

_____

_____

_____

*RECOMMENDED BY: _____ Date: _____
Signature

*NOTE: Anonymous nominations will not be accepted.

STAFF RECOGNITION PROGRAM

0.0 CONTENTS

1.0 Scope of Policy
2.0 Purpose of Policy
3.0 Definitions of Awards
4.0 Eligibility
5.0 Criteria for Selection
6.0 Nominations
7.0 Selection of Committee
8.0 Presentation of Awards

1.0 SCOPE OF POLICY

This policy establishes guidelines and procedures for a University of Houston Libraries Staff Recognition Program.

2.0 PURPOSE OF POLICY

The University of Houston Libraries have a competent and dedicated staff. The Staff Recognition Program is an effort to identify and recognize those individuals who best exemplify the outstanding characteristics and dedication of all Libraries staff.

3.0 DEFINITIONS OF AWARDS

3.1 One award in each of the following categories will be given annually:

3.1.1 Rookie of the Year

3.1.2 Outstanding Staff Member

3.1.3 Outstanding Student Assistant

3.2 A Staff Achievement Award may be granted to a maximum of three (3) individuals in any given year. **All individuals nominated for Outstanding Staff Member are automatically nominated and considered for a Staff Achievement Award subject to section 4.5 of this policy.**

3.3 A Student Achievement Award may be granted to a maximum of five (5) individuals in any given year. **All individuals nominated for Outstanding Student Assistant are automatically nominated and considered for a Student Achievement Award subject to section 4.5 of this policy.**

3.4 Special awards may be granted in exceptional cases at the discretion of the Committee and/or the Director of Libraries.

4.0 ELIGIBILITY

4.1 All candidates for awards must be current employees of the University of Houston ~~Central Campus~~ Libraries.

4.2 Candidates for Rookie of the Year must have been benefits-eligible employees of the Libraries for a period not to exceed two years at the time of the award.

4.3 Candidates for Outstanding Staff Member must have been benefits-eligible employees of the Libraries for at least two years at the time of the award.

4.4 Candidates for Outstanding Student Assistant must be in a student assistant position, either work-study or non-work-study.

4.5 Candidates for a Staff Achievement Award or a Student Achievement Award must not be a recipient of any of the awards listed above in the same year.

5.0 CRITERIA FOR SELECTION

5.1 Candidates for Rookie of the Year will be evaluated on the following criteria:

5.1.1 Job performance and competence

5.1.2 Cooperation with fellow employees

5.1.3 Creativity and innovation

5.2 Candidates for Outstanding Staff Member will be evaluated on the following criteria:

5.2.1 Job performance and competence

5.2.2 Cooperation with fellow employees

5.2.3 Creativity and innovation

5.2.4 University and library service

5.2.5 Leadership

5.3 Candidates for Outstanding Student Assistant will be evaluated on the following criteria:

5.3.1 Job performance and competence

5.3.2 Dependability

5.3.3 Cooperation with fellow employees

5.4 Candidates for Staff Achievement Award will be evaluated on the criteria listed in 5.2 above.

5.5 Candidates for a Student Achievement Award will be evaluated on the criteria listed in 5.3 above.

6.0 NOMINATIONS

6.1 Nominations may be submitted by any current library employee for any or all of the award categories.

6.2 All nominations must be in writing and include a supporting statement as to how the individual meets the criteria for the award.

6.3 Nominations which do not contain a supporting statement will not be considered.

6.4 All nominations should be submitted to the ~~Selection Committee~~ **Assistant Director for Administration**.

7.0 SELECTION COMMITTEE

7.1 The Selection Committee will be composed of one representative from each area of the Library **currently** designated as a department. ~~(These departments, as currently structured, include Reference, Special Collections, Circulation, Current Journals, Monographic Acquisitions, Serials Acquisitions, Cataloging, Audiovisual Services, Law Library, Administrative Office. For purposes of representation, the Library Development Office will be considered part of Special Collections.)~~

7.2 Representatives will be ~~elected~~ **selected** by the members of each respective department **in March of each year**.

~~7.3 Elections will be conducted by the Staff Development Committee in February of each year.~~

~~7.4~~ ~~Representatives will be elected for a one year term but may be re-elected at the discretion of the department.~~

~~7.5~~
7.3 The Committee will be chaired by the ~~Library Personnel Coordinator~~ **Assistant Director for Administration** who will serve as a non-voting member.

~~7.6~~
7.4 The Selection Committee will solicit, receive and evaluate nominations for each award.

~~7.7~~
7.5 If a member of the Selection Committee is nominated for an award, **the member must choose either to accept or to decline the nomination. If the nomination is accepted,** another representative from ~~his/her~~ **the member's** department will be elected to the committee as a replacement. **If the nomination is declined, the member will continue to serve on the Selection Committee.**

8.0 PRESENTATION OF AWARDS

8.1 The Selection Committee will notify the Director of Libraries of the recipients of each award.

8.2 The awards will be presented during a Library reception in **May the spring** of each year.

~~8.3 The recipient of the Outstanding Staff Member award will be nominated by the Library for the University of Houston Excellence Service Award, if eligible.~~

Sponsor: Staff Development Committee
Approved: May 10, 1983
Revised: June 11, 1990

THE WILLIAM EVANS JENKINS LIBRARIAN AWARD

William Evans Jenkins — Indiana University

A 1904 graduate of the nation's first library school founded by Melville Dewey, William Evans Jenkins became the chief librarian of Indiana University in August 1904. Jenkins, a native Hoosier, did his undergraduate work at Indiana University and received his B.A. in 1891. In 1894 he received his M.A. from Leland Stanford, Jr., University. As chief librarian of Indiana University, he converted the University Library to the Library of Congress classification system and ordered the first LC cards. He established an interlibrary loan service and the first centralized materials budget for the Library. During his administration the IU Library, now the Student Services Building, was opened in 1908. Jenkins' guiding philosophy was the use of the library collection rather than the mere preservation of it. In addition, Jenkins organized and taught the first credit course in Library Science at Indiana University. He also outlined a degree program for a B.A. in Library Science and offered a course for library assistants. Jenkins resigned as Chief Librarian in 1921 but remained at Indiana University as a professor of English literature and continued his service to the library as a member of the Faculty Library Committee until retirement in 1932.

Purpose of the Award

The William Evans Jenkins Librarian Award may be presented annually in recognition of truly outstanding contributions to the Indiana University Libraries or to the library profession in general by a present or former library faculty rember.

Criteria

The award is presented based on one or more of the following criteria:

That the librarian has made a professional contribution which has had significant influence on the operations of the Indiana University Libraries.

That the librarian has made a significant professional contribution which earns the recognition of the University community.

That the librarian has made a significant contribution to the library profession which reflects achievement in librarianship at Indiana University.

That the librarian has shown excellence in service to the Indiana University Libraries as evidenced by continuous leadership and innovation.

The following items are applicable to the criteria: publications, research projects, grants, fellowships, teaching, guest lectures, consulting services, training workshops, nation, state, and local offices and chairs

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related to library field or related subject fields.

Award Committee

The Award Committee is responsible for selecting the recipient of the William Evans Jenkins Librarian Award. The Committee also arranges the forum for presentation of the award and appropriate publicity.

The Award Committee is composed of five library faculty members, with at least one member from each of the three top library faculty ranks represented. Committee members serve two-year staggered terms. Initially, three members will be appointed for two years and two members for one year.

Award Committee members are nominated by the Bloomington Library Faculty Council, and upon their recommendation, appointed by the Dean of Libraries when general committee appointments are made in the fall. The Personnel Officer is an ex-officio member of the Committee.

Nomination

Any member of the Indiana University community is eligible to nominate a Bloomington library faculty member for the award. Those who are eligible to receive the award include current library faculty members regardless of rank or tenure status, former library faculty members who are no longer at Indiana University, and former library faculty members who have retired. Once a librarian is nominated, he/she will remain a nominee for two years. The Chair of the Committee should collect from the nominators updated information on nominees who are considered for a second year. The award may be presented to more than one recipient in a given year.

Members of the Award Committee and Library Administration will treat the nominations confidentially.

Award Resumes

The following documents, which comprise the award resume, are required for all nominees:

1) A nomination form, completed by the nominator;
2) A current curriculum vita, compiled by the nominee;
3) Three letters of support, requested by the nominator.

Nomination forms must be received by the Personnel Officer by February 1; additional documentation must be received by the Personnel Officer by March 1. Following the year in which a librarian is given an award or the 2-year period when a librarian is a nominee the confidential resumes will be destroyed.

Type of Award

Each year the recipient's name will be added to a plaque in the Main Library lobby. The individual will be awarded a certificate and $500.00. If more than one individual is given the award, the $500.00 will be shared equally among

the recipients. Funding is provided by the Library Administration.

Award Presentation

The award will be presented at the annual Retirement and Recognition Reception.

Timetable

Award Committee appointed -- September (when general committee appointments are made)
Nomination forms sent to library faculty and staff -- first week of January
Nomination forms returned to the Personnel Officer -- February 1
Nominee's curriculum vita and the supporting letters received from the nominee and supporters -- March 1
Award Committee deliberates -- March
Recipient notified -- April 1
Award announced -- National Library Week (Mid-April)
Award presented -- Retirement and Recognition Reception (May)

Revised 10/87

THE WILLIAM EVANS JENKINS LIBRARIAN AWARD

Nomination Form

The nomination form should be returned to the Personnel Officer, Library Personnel, Main Library C-201.

DEADLINE: February 1, 1990

I wish to nominate _____
(name)

_____
(campus address/address) (campus phone/phone)

for the William Evans Jenkins Librarian Award.

Submitted by _____
(name)

_____
(campus address and phone)

REASONS FOR NOMINATING THIS PERSON RELATIVE TO THE CRITERIA STATED IN THE ATTACHED MEMO:

Library Support Staff Organization Annual Award

This annual award in the amount of $300.00 given by the Library Support Staff Organization, is to recognize the exceptional support staff employee who works for the good of the Library and displays a combination of competence, attitude and helpfulness which is notable among her or his peers.

Nomination Process

Any full or part time appointed support staff employee, 50-100% FTE, may be nominated for this award, with the exception of PA level employees, members of the Award Committee, and current Staff Council members. Should any name be submitted that is ineligible based on the above criteria, the award committee is responsible for contacting, in writing, the nominator stating the reason for ineligibility.

Nominations may be made by any appointed library employee.

Time Frame

1) Volunteers for committee solicited through IUL News two weeks before Fall Mass Meeting.

2) Fall Mass Meeting-- Committee membership announced. Additional members solicited at this time if necessary.

3) December-- Ballots prepared for mailing.

4) January-- Ballots mailed first full working week of January. Supervisors of Award Committee members are notified of their employees' participation by the Council Chairperson.

5) February 16-- ~~Nominations picked up from Personnel~~ Library OK ~~Office~~. Committee begins review process.

6) May 1-- Decision reported to Library Staff Council.

7) Annual Award recipient notified by Library Staff Council.

8) Public notification will be done through IUL News dependent on prior Jenkins Award notification.

9) Retirement Reception-- Library Staff Council member presents award.

cont.

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Nomination Document

The nomination document will consist of a form listing criteria for evaluating merit. Space will be provided for comments under each criterion. Comments may be made in the form of complete sentences, lists of qualifications, or other meaningful descriptions of why the employee is deserving of recognition.

The document must be signed by the nominator. No anonymous nominations will be accepted.

Criteria for Selection

Note: the employee nominated does not have to meet all criteria to be selected. In the rating process the criterion with the lowest score will be disregarded. (See explanation of rating in next section.)

1.) Working Relationships
   a) Inside department or unit AND/OR
   b) Outside of department or unit

2.) Attitude (includes being helpful and courteous to others.)

3.) Adaptability/Dependability (The degree to which the employee is reliable within the requirements of the job and the manner in which the employee meets changing conditions and responds to new procedures.)

4.) Participation/Contribution in any or all of the following:
   a) Within individual unit or department;
   b) Outside of unit, within larger library environment;
   c) In the University, outside the library;
   d) Personal achievement.

5.) Leadership AND/OR Inititive
   a) Inside department or unit AND/OR
   b) Outside of department or unit.

6.) OTHER (Any special achievements or circumstances not listed above, that make this person deserving of special recognition.)

cont.

Rating

Each of the criteria will be measured on a scale from 1-5, with one meaning failure to meet minimum requirements, and five meaning that the requirements are met or even exceeded.

As mentioned above, the criterion with the lowest score will be thrown out. The nomination will be judged by the combined score of the five remaining criteria. The highest possible score is therefore 25.

In the case of a tied score between two or more nominees, the Award Committee will contact the nominator for additional information and/or references.

Make-up of the Award Committee

Members of the committee will be selected by the Library Staff Council by a random process on a volunteer basis as follows: Preceding the Fall Mass Meeting, the IUL News will be used to inform employees that volunteers are needed, and a mail-in form will be included with the announcement. This announcement will explain that committee members will not be eligible for the award. Committee members will be announced at the Fall Mass Meeting. Additional members will be solicited at that time if necessary. STAFF COUNCIL MEMBERS ARE EXCLUDED FROM BEING ON THE COMMITTEE.

The committee will consist of 5 members. Two members will be from Main, two from Branches, and one At-Large.

Nomination forms will be sent to all library employees, excluding students, through a mass mailing during the first full working week of January. The nominations must be returned to the ~~Personnel Office~~ by February 15 to be eligible.

The award will be presented by the Library Staff Council in late spring at the same time the Jenkins award is given.

General Policies Committee
of the Library Support Staff
Council, 1987

Library Support Staff Organization Annual Award

This annual award in the amount of $100, given by the Library Support Staff Organization, is to recognize the exceptional support staff employee who works for the good of the Library and displays a combination of competence, attitude and helpfulness which is notable among her or his peers.

Nominations are revieved and scored by the Annual Award Committee. The decision of the committee will be reported to the Library Staff Council. The Award recipient will be notified by May 1. The Library Staff Council will present the Award at the Retirement Reception.

The following people are NOT eligible for nomination because they are currently members of the Annual Award Committee or the Library Staff Council:

I nominate _____(name)_____ from _____(department)_____ for the Library Support Staff Organization Annual Award. I feel that this employee meets the following criteria for the reasons described.

(PLEASE USE ADDITIONAL SHEETS IF NECESSARY)

1.) Working Relationships (Inside department or unit, AND/OR outside of department or unit.)

2.) Attitude (Includes being helpful and courteous to others.)

cont.

3.) Adaptability/Dependability (The degree to which the employee is reliable within the requirements of the job and the manner in which the employee meets changing conditions and responds to new procedures.)

4.) Participation/Contribution in any or all of the following: Within individual unit or department; outside of unit, within larger library environment; in the University, outside the library; personal achievement.

5.) Leadership/Initiative (Inside department or unit, AND/OR outside of department or unit.)

6.) OTHER (Any special achievements or circumstances not listed above, that make this person deserving of special recognition.)

Nominated by _____(name)_____, _____(department/Branch)_____

Signature:_____

Note: The nominator may be contacted for additional information and/or references.

PLEASE SIGN THIS NOMINATION AND RETURN IT TO THE PERSONNEL OFFICE BY FEBRUARY 15. NO LATE OR ANONYMOUS NOMINATIONS WILL BE ACCEPTED.

STAFF RECOGNITION PROGRAM

0.0 CONTENTS

1.0 Scope of Policy
2.0 Purpose
3.0 Award Categories
4.0 Eligibility for Performance and Creativity Awards
5.0 Nominations
6.0 Criteria for Award Selection
7.0 Selection of Awardees
8.0 Type of Awards, Presentations, and Activities

1.0 SCOPE OF POLICY

This policy establishes guidelines and procedures for a UMC Libraries Staff Recognition Program.

2.0 PURPOSE

The Staff Recognition Program, open to all library employees, is designed to identify and recognize certain individuals for their contribution to the mission of the UMC Libraries. This recognition is to be for outstanding performance, ideas and creativity which have resulted in improved library efficiency or effectiveness, or service on the job. Through the recognition program the idea of a communality of purpose will be emphasized and strengthened.

3.0 AWARD CATEGORIES

3.1 Outstanding Library Staff Member of the Year.

3.1.1 Honorable mention may be given to other top candidates.

3.2 Outstanding Library Student Assistant of the Year

3.2.1 Honorable mention may also be given to other top candidates.

3.3 Library Staff Service Recognition for Years of Service

3.3.1 The service recognition will be for each five-year anniversary.

3.4 "You're Appreciated" in the Library Letter

3.4.1 The purpose of this letter is to recognize a specific instance of exceptional work or cooperation by another library staff member or department, through a supportive, timely response.

3.4.2 This letter is sent from one staff member in the library to another, or possibly from one department to a particular staff member.

3.4.3 A copy will be sent to the person's supervisor. The letter may be included in the person's personnel file upon his/her request.

3.5 Special awards may be granted in exceptional cases by the Director of Libraries.

4.0 ELIGIBILITY FOR PERFORMANCE AND CREATIVITY AWARDS

4.1 Candidates for "Outstanding Library Staff Member of the Year" must:

4.1.1 Be current employees (excluding student assistants) of the UMC Libraries.

4.1.2 Have been employees of the UMC Libraries for at least six months prior to nomination.

4.2 Candidates for "Outstanding Library Student Assistant of the Year" must:

4.2.1 Be current student staff members of the UMC Libraries.

4.2.1.1 This will also include library skills teaching assistants who are regularly scheduled for reference work, and library half-time graduate assistants.

4.2.2 Have been employed for at least one semester prior to nomination.

4.3 An individual may not receive the same award in consecutive years.

4.4 Appointed members of the Staff Development Committee will not be eligible for "Outstanding Library Staff Member of the Year" during their term on the committee.

5.0 NOMINATIONS

5.1 Nominations may be submitted by a current library staff member for any or all of the award categories.

5.2 Self nominations will not be accepted.

5.3 All nominations must be in writing and include a statement as to how the individual meets the criteria for an award.

5.4 Popularity campaigns are discouraged.

5.5 The Staff Development Committee will call for and receive nominations between January 1 and February 15 of each year.

6.0 CRITERIA FOR AWARD SELECTION

6.1 Candidates will be evaluated on the basis of the information supplied on the nomination forms.

6.2 The quantity of nominations does not necessarily denote quality. Therefore, an individual who receives multiple nominations will not receive higher consideration based solely on numbers.

6.3 Candidates for "Outstanding Library Staff Member of the Year" will be evaluated on the basis of:

6.3.1 Continued excellent service to the UMC Libraries. This category is the most important and will carry the most weight in the consideration process. This includes: job performance, productivity, competence, cooperation with fellow employees, and leadership (where applicable).

6.3.2 Contribution of ideas to the department or library.

6.3.3 Completion of a special project(s).

6.3.4 Outstanding service in the campus or community.

6.4 Candidates for "Outstanding Library Student Assistant of the Year" will be evaluated on the basis of:

6.4.1 Continued excellent service to the UMC Libraries. This includes: job performance, productivity, competence, dependability, and cooperation with fellow employees.

7.0 SELECTION OF AWARDEES

7.1 The Staff Development Committee will solicit, receive, and evaluate nominations before the annual presentation of staff recognition awards.

7.2 It is not necessary that any or all of the awards be presented in a given year. If the Staff Recognition Program awards are to be meaningful, very high selection standards should be applied.

7.3 The Staff Development Committee will select recipients of each award.

8.0 TYPE OF AWARDS, PRESENTATIONS, AND ACTIVITIES

8.1 Awards for "Outstanding Library Staff Member of the Year" or "Outstanding Library Student Assistant of the Year" are the following:

8.1.1 Each recipient will receive a certificate.

8.1.2 Each recipient will have his/her name put on a plaque with those previous recipients of the annual award. The two plaques will be displayed in a prominent place in Ellis Library.

8.1.3 Letters of commendation will be given for any honorable mention awards.

8.2 Library Staff Recognition Day Reception

8.2.1 The purpose of this event will be to recognize library staff members who will receive awards from the Library Staff Recognition Program.

8.2.2 Awards will be presented in April of each year.

8.3 Staff Recognition Luncheon Activities

8.3.1 Recipients of awards will be invited to a luncheon [illegible] the Director of Libraries and the Staff Development Committee.

8.3.2 Recipients of awards will also be invited to the Friends of the Libraries Annual Meeting and Luncheon, where they will again be recognized for their awards.

8.4 Library Staff Service Recognition for Years of Service

8.4.1 All library employees (at least 75% FTE), except student assistants. Recognition at the Library Staff Recognition Day Reception, and recognition in Library News Notes.

8.4.2 Presentation of UMC Service Awards will be made at a reception sponsored by the UMC Library Staff Association.

Sponsor: Staff Development Committee, 1983/84
Approved: Library Council, December 1, 1983
Revised by Library Council: March 11, 1987

UNIVERSITY OF KENTUCKY

Office of the Vice President

Information Systems
201 Administration Building
University of Kentucky
Lexington, Kentucky 40506-0032
606-257-3609

January 22, 1991

MEMORANDUM

TO: Information Systems Employees

FROM: Eugene R. Williams E R Williams

SUBJECT: Information Systems Employee of the Year

It is my pleasure to announce the third annual Information Systems Employee of the Year Award. The purpose of the award is to recognize outstanding contributions of individuals and, in so doing, underscore the Information Systems emphasis on commitment, initiative, and innovation.

The attached nomination form describes the award and the nomination procedures. The deadline for submission of nominations is **February 27**. We plan to recognize the Employee of the Year during the University Honors Day ceremony in April.

The units which have been assembled under the Information Systems sector are clearly among the most vital and dynamic components of the University. We are fortunate to have many excellent individuals on our team. I encourage you to participate by nominating a person who deserves special recognition as Employee of the Year.

For information or additional nomination forms call Andy Spears in the Office of Instructional Resources, 7-8469.

Attachment

An Equal Opportunity University

1990 INFORMATION SYSTEMS EMPLOYEE OF THE YEAR AWARD NOMINATION FORM

AWARD INFORMATION AND NOMINATION PROCEDURES

The annual Information Systems Employee of the Year Award is presented to the individual chosen as the outstanding employee within Information Systems. The Employee of the Year will receive a plaque, a $600 cash award, and free "A" parking for a year. A certificate will be presented to the department of the winner.

In addition to the principal award, the first runner-up will receive a $200 cash award and the second runner-up will receive a $100 cash award, both will be honored with a plaque. Letters of recognition will go to nominees not selected for awards.

The award winners will be determined by a Selection Committee appointed by the Vice President for Information Systems. Each division in the Information Systems Sector is represented on the Committee.

The Information Systems Sector provides broad, easy access to an array of computing, library, and other information services. These facilities enable the University community to sustain its commitment to excellence in teaching, research, and service to the Commonwealth of Kentucky.

INFORMATION SYSTEMS

Office of the Vice President
- Sector Business Office

Campus Services
- Electronic Publishing
- Duplicating
- Printing Services

Communications and Network Services
- Communications Business Service
- Communications Technical Services
  - Electronic Maintenance
  - Office Machine Repair
  - Communications Networking
  - Data Communications
- Marketing and Consulting Services
- Postal Services

Computing Services
- Academic Services
- Business Operations
- Distributed Systems
  - Medical Center
    - Information Systems
  - Lexington Campus
    - Information Support Center
- Information Center (UKCC)
- Information Resource Management
- Management Information Systems
  - Math Science Lab
  - Systems Programming

Library Administration
- Libraries
- Office of Instructional Resources

1990 INFORMATION SYSTEMS
EMPLOYEE OF THE YEAR AWARD
NOMINATION FORM

Eligibility

With the exceptions described below, any regular full-time, regular one-half time or regular part-time employee of Information Systems with at least one year of University service may be nominated. Members of the Selection Committee are not eligible for the nomination nor may they submit nominations. Self-nominations will not be accepted and a nominator may nominate only one employee for the honor. Any staff, faculty member or student from any sector can nominate an Information Systems employee. The recipient of the Employee of the Year Award will not be considered in consecutive years.

BASIS FOR NOMINATION AND SELECTION

Criteria that will be considered by the Selection Committee are listed below.
The award will be made to the individual who best demonstrates meritorious service to the University through a combination of any of these criteria.

Job Performance
Innovation
Contributions to productivity and efficiency
Ability to relate efforts to the goals of Information Systems and the University

Personal Qualities
Positive rapport with others
Exemplary attitude
Initiative
Integrity

Response to change
Adaptability
Flexibility
Creativity

The Selection Committee will rely on the nominator's description of the nominee's qualities and specific examples of his or her outstanding performance.

Names of nominators will remain confidential.

1990 INFORMATION SYSTEMS
EMPLOYEE OF THE YEAR AWARD
NOMINATION FORM

The selection process will be based on the information provided on this form. Please be specific and complete. Illegible nominations will be returned to the nominator.

The information requested on this form must be completed and received by the Selection Committee no later than Wednesday, **February 27, 1991**. Nominations will be accepted on this form only and additional information in the form of letters or statements will not be considered. You must give specific examples of the qualities that prompted you to submit this nomination. Should you have questions please call Andy Spears, Selection Committee Chair, at 257-8469.

You must sign and date the nomination in the place provided on the last page of the form. As the nominator, you will receive a note or phone call confirming receipt of the nomination.

Based on the qualities described in the document, I wish to nominate the following Information Systems employee for the award of Employee of the Year:

Name _____

Title _____

Department _____

1. Describe your perception of the nominee's job duties. Do not attach a formal UK Job Description.

2. Describe specific examples of outstanding job performance including innovation, contributions to productivity and efficiency, dedication and commitment to the goals of the nominees unit, Information Systems and the University.

3. Describe the personal qualities that distinguish this nominee. Give specific examples that demonstrate positive rapport with others, exemplary attitude, initiative, integrity, or other commendable traits.

4. Describe the nominee's ability to perform effectively in a constantly changing environment. Give specific examples of adaptability, creativity, and positive response to the challenges presented by change.

DEADLINE FOR SUBMISSION OF NOMINATION IS FEBRUARY 27, 1991.

Date Submitted _____

Signature of Nominator _____

Nominator's Relationship to Nominee (Co-worker, Subordinate, Supervisor)

_____

Nominator's Campus Address (Please print)

Name _____

Address _____

Campus Telephone Number _____

The nominator will receive either a phone call or a note verifying receipt of the nomination.

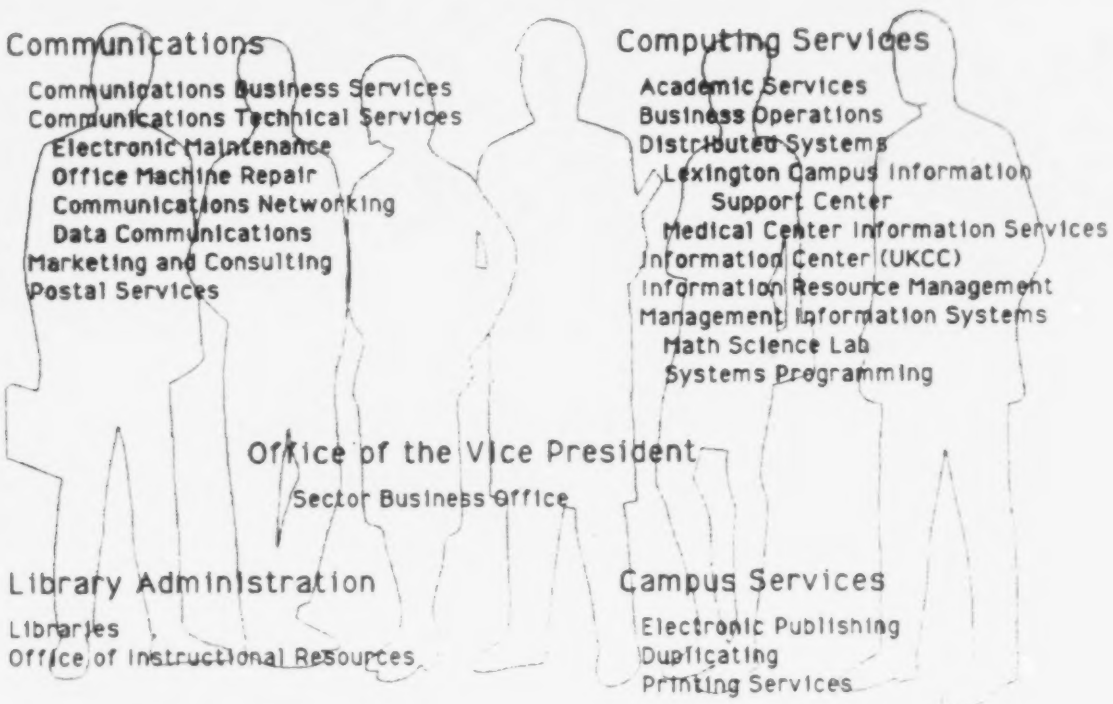
Return by February 27, 1991 to:

Andy Spears
Selection Committee Chair
Office of Instructional Resources
170 Taylor Education Building 0001

1990 INFORMATION SYSTEMS

WANTED

NOMINATIONS



EMPLOYEE OF THE YEAR

The winner will receive $600 and a free "A" parking permit for one year.
First runner-up will receive $200. Second runner-up will receive $100.

Any UK student, faculty or staff member may nominate an Information Systems Employee.
Nomination forms are available from department heads or selection committee chair, Andy Spears, 257-8469. Nominations must be received by February 27, 1991.

NATIONAL AGRICULTURAL LIBRARY

Awards Committee

Bylaws

Article. I. Name

Section 1.

The name of this organization shall be the Awards Committee.

Article II. Objectives and Responsibilities

Section 1. Objectives

The objective of the Awards Committee is to carry out the spirit and intent of the Incentive Awards Program in the interests of the National Agricultural Library.

Encouraging employee suggestions on ideas that contribute to an economical, efficient and effective governmental operation.

Recognizing and rewarding employees for suggestions, inventions and superior performance.

Encouraging employees to higher performance through public recognition and rewarding of superior performance.

Providing routine management review, analysis and performance appraisal processes as the basis for incentive awards.

Section 2. Responsibilities

a. Review and draft policy recommendations as necessary.

b. Review recommendations for awards as received, ensuring that applicable guidelines have been observed and confidentiality maintained.

c. Provide and recommend promotional activities for the incentive awards program.

d. Establish an effective system for administering essential routine incentive awards activities.

e. Prepare various reports on award activities, including annual plan of objectives, calendar of events and annual evaluation summary.

f. Develop communication channels with management, supervisors and employees to improve award program results, for example by making announcements of available training opportunities, of awards and of other related seminars, symposiums, etc.

Article III. Membership

Section 1. Voting Members

The Committee shall be composed of voluntary representatives approved by the Director, National Agricultural Library.

Section 2. Ex officio members

The Committee shall be composed of nonvoting members representing:

a. Top management--the Director, NAL, or his delegate.

b. Employee organizations holding exclusive recognition.

c. NAL personnel liaison officer.

Section 3. Terms of Appointment

Terms of appointment for voting members will be for two years, with some members reappointed each year to ensure continuity.

Section 4. Vacancies

Vacancies for voting members will be selected from volunteers or nominations to the Director, NAL for his approval and appointment as necessary.

Section 5. Qualifications

Only employees holding permanent positions at NAL may be considered for membership.

Article IV. Officers

Section 1. Designated Officers

The officers of the Committee shall be a Chairperson, a Vice-Chairperson, and a Recorder.

Section 2. Selection of Officers

The officers shall be elected from among the members at the first meeting of each new fiscal year.

Section 3. Terms of Officers

No officer of the Committee shall serve for more than two consecutive years.

Section 4. Vacancies

Officer positions that become vacant during any term shall be filled within one month after the vacancy occurs and/or as soon as a replacement is approved by the Director, NAL.

Article V. Duties

Section 1. Chairperson

The Chairperson shall preside at all meetings of the Committee. He/she shall be responsible for preparing agenda items with assistance by Committee members for upcoming meetings. He/she shall perform other duties as may be prescribed by the Committee.

Section 2. Vice-Chairperson

The Vice-Chairperson shall act for the Chairperson in his/her absence with full authority granted in the preceding section. He/she shall be in charge of maintaining the calendar of awards activities. He/she shall be responsible for notifying all Committee members in advance of meetings of the Committee. He/she shall also be responsible for arranging meeting locations.

Section 3. Recorder

The Recorder shall keep an accurate record of the proceedings of each meeting, shall maintain and make available to members an accurate list of the membership of the Committee, and shall keep a complete file of all special reports. Copies of the minutes of each meeting shall be made available to each member by the Recorder. The Recorder's file shall be presented to his/her successor at the annual meeting. In the absence of the Chairperson and the Vice-Chairperson, the Recorder shall act as Chairperson. The Recorder shall be responsible for taking attendance at all meetings.

Section 4. Membership Responsibilities

The members shall attend meetings of the Committee. They shall present to the Committee any pertinent recommendations, projects, reports or ideas for Committee discussion or review. Members will occasionally be responsible for specific projects and reports as requested.

Section 5. COSNAL Representation

One member, selected from the Awards Committee, shall represent the interests of the Committee at the COSNAL meetings whenever appropriate.

Article VI. Meetings

Section 1. Annual Meeting

The annual meeting shall be held in October of each year, at which time the newly appointed members assume office and new officers are elected.

N A T I O N A L L I B R A R Y O F M E D I C I N E

THE REGENTS AWARD FOR SCHOLARSHIP OR TECHNICAL ACHIEVEMENT

Nominations Due - February 22

This award was established in 1970 by the Board of Regents (BoR), acting as private individuals, and supported from a gift donated anonymously by an NLM employee. The purpose of this Award is to recognize and stimulate independent creativity leading to scholarly and/or technical achievements that enrich biomedicine.

The Board considers this Award the highest honor it can give to a member of the staff. Dr. Don E. Detmer has been designated as Board Liaison with the NLM Award Committee.

CRITERIA:

Any member of the NLM staff is eligible, but special consideration will be given to employees whose accomplishments while NLM employees, exceed normally assigned duties. Emphasis will be placed on originality and creation of a scholarly treatise, a new product, or a methodology that improves biomedical knowledge or service. Both scholarly and technical achievements will be recognized.

PROCEDURES:

Nominations should be submitted to me by February 22. Any member of the Library staff may nominate any other member. Nominations should include full documentation to demonstrate explicitly the candidate's qualifications. Where appropriate, a sample of the product or a copy of the publication should be submitted, including any published reviews. Nominations do not require clearance through regular administrative channels. Submit eight (8) copies in a sealed envelope, the outside of which is marked:

Attention: Director, NLM

Contents: Nomination for NLM Award for Scholarship

The presentation of the Award, which consists of a special plaque, will be made at the June meeting of the Board of Regents.

AWARD COMMITTEE:

Mr. Kenneth G. Carney, Chairman

Dr. Aaron Navarro
Dr. Milton Corn
Mrs. Lois Ann Colaianni
Dr. Henry M. Kissman
Dr. David J. Lipman
Dr. Daniel R. Masys
Dr. Don E. Detmer,
BoR Liaison

Donald A.B. Lindberg, M.D.
Director, NLM

January 11, 1991

NATIONAL LIBRARY OF MEDICINE

Nomination Due _____

THE FRANK B. ROGERS AWARD

Was established in 1989 by the Director, NLM, and supported from a gift donated anonymously by an NLM employee. The purpose of this award is to recognize an employee who has made a significant contribution to the Library's fundamental operational programs and services.

CRITERIA:

Any member of the NLM staff is eligible, but special consideration will be given to employees whose accomplishments, while NLM employees, exceed normally assigned duties. Emphasis will be placed on new or enhanced initiatives that result in an improvement to one of the Library's programs or services; important new programs or services, or a more effective operation of a program or service.

PROCEDURE:

Nominations should be submitted to the Chief, Office of Personnel Management, NLM, by _____. Any member of the Library or its user community can make a nomination. Nominations must include a full explanation of the activity that warrants consideration, the employee's relation to the activity, and the significance of this activity on fundamental operations. Nominations do not require clearance through regular administrative channels. Submit nominations in a sealed envelope, the outside of which is marked:

Attention: Personnel Officer, NLM
Contents: Nomination for The Frank B. Rogers Award

The presentation of the Award, which consists of a special plaque, will be made at the Annual NLM Awards Ceremony.

AWARD COMMITTEE:

Mr. Kent A. Smith, Chairman
Dr. Harold Schoolman
Ms. Lois Ann Colaianni
Mr. John Anderson
Dr. Henry Kissman
Dr. Daniel Masys
Dr. David Lipman
Mr. Arthur Broering
Mr. Kenneth Carney

Donald A. B. Lindberg, M.D.
Director

2300-451-2 NIH MERIT AWARD

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Illustrations

Illustration 1 Sample Format for Individual Nomination and Narrative Justification

Illustration 2 Sample Format for Team or Group Nomination and Narrative Justification

2300-451-2 NIH MERIT AWARD

A. Purpose This issuance describes policies and procedures for granting the NIH Merit Award, an honor award for Civil Service employees that is approved and presented by BID* Directors, Deputy Directors, OD and Associate Directors, OD. It defines eligibility criteria, describes procedures for nominating and selecting award recipients, and explains how the award is presented.

B. References

1. 5 USC 4501-4506 establishes the legal framework for the Federal Government's Incentive Awards Program.

2. Federal Personnel Manual Chapter 451, Incentive Awards, describes Government-wide awards policy and defines a category of non-monetary awards known as honorary awards.

3. DHHS Personnel Instruction 451-1, Incentive Awards Based on Special Achievement or Length of Service, establishes Department policy on awards and defines HHS Honor Awards.

4. PHS Personnel Instruction 451-1, Incentive Awards Based on Special Achievement or Length of Service, sets forth PHS awards policies and procedures.

5. PHS Personnel Instruction 250-12, Authority for Program of Incentive Awards Based on Deeds, Performance, and Length of Service, contains delegations of authority including the authority to establish and grant honor awards in addition to those prescribed by DHHS and PHS.

6. NIH Manual Chapter 1130, Delegation of Authority, Personnel No. 11, includes the authority to approve and present NIH Merit Awards.

C. Eligibility

1. The NIH Merit Award is presented annually to a limited number of NIH employees whose superior service and achievement warrant special honorary recognition.

2. All current employees, other than the PHS Commissioned Corps, are eligible.

3. The award may be granted to individuals, as well as teams or groups of NIH employees. PHS Commissioned Corps members who are part of a group may not be included in the nomination but may be honorably mentioned at the awards ceremony discussed in Section F.

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2300-451-2 NIH MERIT AWARD

D. Award Criteria There are no fixed criteria for the NIH Merit Award. The main consideration is that the accomplishment or service be worthy of recognition by the BID Directors, Deputy Directors, OD and Associate Directors, OD. Examples of the types of contributions which may warrant consideration are:

1. Leadership that contributed to the successful accomplishment of an NIH or BID program.

2. Significant scientific research or administrative support efforts which contributed substantially to the accomplishment of a BID's major mission.

3. Notable competence and resourcefulness in improving the scientific or administrative management of the NIH.

4. Effective supervisory leadership in training and utilizing employees in a manner that maximizes their career development.

5. Creative or outstanding efforts in applying technical or service skills.

E. Recommendation, Nomination, and Approval Procedures

1. Annually, in November or December, the Approving Official will ask BID management officials to submit nominations. BID recommending officials should carefully consider the performance of each of their employees, determine deserving candidates, and prepare a short narrative justification. (See page 2 of Illustration 1 for Individual Nominations of Illustration 2 for Team or Group Nominations for points to consider when preparing the justification).

2. BID recommending officials will submit written nominations through the BID personnel office to the BID Director, Deputy Directors, OD or Associate Directors, OD. The Approving Official may establish an ad hoc committee to assist in the review and selection process, or may determine the appropriateness of an honor award without consultation with an advisory group.

3. In order to retain the significance of the award, Approving Officials should approve the award only for candidates whose performance/contributions truly warrant this special honorary recognition.

4. After the Approving Official has made his/her selection based on the narrative justification, BID Personnel Officers (POs), working with their area management staff, will prepare completed.

award actions in the format prescribed by the Recruitment and Employees Benefits Branch (REBB), DPM. (See Illustration 1 for Individual Nominations, or Illustration 2 for Team or Group Nominations.) BID management officials will then send these actions through BID POs to the Approving Official for final approval and signature.

5. By April 30th, BID POs are to forward one copy of the approved award nominations to the REBB, DPM, for information.

6. BID POs are responsible for assuring that the documentation of approved awards is filed in the respective employee's Official Personnel Folder and that the Systems and Actions Branch, DPM, receives a completed TAPS code sheet for each award recipient (see NIH Manual 2300-292-1).

F. Award Presentation BID Personnel Officers are responsible for obtaining the appropriate inscribed plaques for their award recipients. For a group award, the BID must determine if one plaque for the total group, or individual plaques for each member, is more appropriate. The BID Director will present the award at an appropriate local ceremony to be scheduled on a date following the NIH Honor Awards Ceremony held in May or June. BID POs are also responsible for appropriate publicity of the BID awards ceremony or local presentation in the NIH Record. The NIH delegation of authority does not permit Deputy and Associate Directors, OD/NIH, to redelegate the authority to present the NIH Merit Award.

G. Annual Reports The REBB will include the number of NIH Merit Awards in the annual awards report made to PHS and DHHS.

H. Additional Information For more information on this chapter, call the BID Personnel Office or REBB, DPM, on 496-4973.

I. Additional Copies of This Chapter For extra copies of this Chapter, submit an NIH Form 414-5, to the Printing and Reproduction Branch, DTS, in Bldg. 31, Room B4B-N-09, or call REBB, 496-4973.

*The acronym "BID" no longer means "Bureau, Institute and Division." As defined in NIH Manual 1122, BID is an "NIH organizational term encompassing all research institutes, the National Library of Medicine, and Divisions and Centers (DRG, DRS, DRR, DCRT, CC, FIC, NCNR) that report to the Director, NIH."

2300-451-2 NIH MERIT AWARD

SAMPLE FORMAT FOR
INDIVIDUAL NOMINATION AND NARRATIVE JUSTIFICATION *

Nomination for NIH Merit Award

Name of Nominee: (State name of nominee as it should appear on the plaque for presentation. Accuracy in spelling is extremely important. If applicable, include designation of doctoral degree held by nominee; e.g., Ph.D., M.D., etc)

Title of Present Position: (State exact title of nominee's present position.)

Organization: (Enter name of NIH organizational component. Also include Branch or Section.)

Present Grade: (Enter present grade and occupational code of nominee.)

Honors Received: (List honors received by nominee from any source. Include date received, award amount, and donor of each award.)

Citation: (Specify, in 25 words or less, the service or achievement for which the nomination is being made.) The citation should be so worded that it reads well with the following statement:

"(Name of Nominee) is hereby awarded this plaque..."

Note: The words "distinguished" and "outstanding" are reserved for use with the DHHS Distinguished Service Award and PHS Honor Awards. These words are <u>not</u> to be used for the NIH Merit Award citation. DO NOT EXCEED 25 words in the citation.

Approved: _____ _____
Approving Official's name and title Date

Award presented: National Institutes of Health, Bethesda, Maryland

Date Presented: _____

---

* <u>Instructions</u>: Prepare nomination according to format shown in this illustration. The instructions in parentheses describe the information that should be entered. Nominations and narrative justification should <u>each</u> be limited to one page. Prepare original on 8 1/2" x 11" white bond paper, plus the number of copies defined by your BID.

2300-451-2 NIH MERIT AWARD

SAMPLE FORMAT FOR
INDIVIDUAL NOMINATION AND NARRATIVE JUSTIFICATION *

Present Position: (Give brief description of nominee's present position duties.)

Service or Achievement Which Merits Special Honor: (Specify the service or achievement which merits this honor award.) Some points to consider, if applicable, are:

(1) extent to which the fields of health, and/or human services have been strengthened or improved by this particular/unique service or achievement;

(2) extent to which "ideas," "concepts," etc., represent originality, creativeness, and/or initiative;

(3) degree of demonstrated skill and leadership in administration;

(4) extent to which unusual ability has been exercised in solving difficult problems;

(5) extent to which knowledge and sound principles have been applied, especially in relation to a variety of work areas, workloads, etc.;

(6) creative or outstanding efforts in applying technical or service skills; and

(7) notable competence and resourcefulness in improving the scientific or administrative management of the NIH, etc.

---

* Instructions: Prepare nominations according to format shown in this illustration. The instructions in parentheses describe the information that should be entered. Nominations and narrative justification should each be limited to one page. Prepare original on 8 1/2" x 11" white bond paper, plus the number of copies defined by your BID.

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2300-451-2 NIH MERIT AWARD

SAMPLE FORMAT FOR
TEAM OR GROUP NOMINATION AND NARRATIVE JUSTIFICATION *

NOMINATION FOR NIH MERIT AWARD

Name of Group: (State name of group and number of employees in the group, i.e., Retinal and Vitreal Disease Section, Clinical Branch, NEI, 4 employees.)

Organization: (Enter name of NIH component, i.e., BID)

Nominees: (Including Name, Title of Present Position, Present Grade, and Honors Received. State : "See Attachment." The attachment should then provide the aforementioned information for each team/group member.)

Citation: (Specify in 25 words or less, the service or achievement for which group nomination is being made.) The citation should be so worded that it reads well with the following statement:

"(Name of Group) is hereby awarded this plaque..."

Note: The words "distinguished" and "outstanding" are reserved for use with the DHHS Distinguished Service Award and PHS Honor Awards. These words are not to be used for the NIH Merit Award citation. DO NOT EXCEED 25 words in the citation.

Approved: _____ _____
Approving Official's name and title Date

Award Presented: National Institutes of Health, Bethesda, Maryland

Date Presented: _____

---

* Instructions: Prepare nomination according to format shown in this illustration. The instructions in parentheses describe the information that should be entered. On a separate sheet of paper, state name of each nominee, title of present position, present grade and honors received. If applicable, include designation of doctoral degree held by nominees, e.g., Ph.D., M.D., Ed.D., etc. Nomination, narrative justification, and itemized listing of nominees should each be limited to one page. Prepare original on 8 1/2" x 11" white bond paper, plus the number of copies defined by your BID.

2300-451-2 NIH MERIT AWARD

SAMPLE FORMAT FOR
TEAM OR GROUP NOMINATION AND NARRATIVE JUSTIFICATION *

Brief Summary of Section/Branch duties or mission: (Give brief description of duties of group.)

Service or Achievement of Team or Group Which Merits Special Honor: (Specify group contributions/service/achievements which merit this award.) Some points to consider, if applicable, are:

(1) extent to which the fields of health, and/or human services have been strengthened or improved by this particular/unique service or achievement;

(2) extent to which "ideas," "concepts," etc., represent originality, creativeness, and/or initiative;

(3) degree of demonstrated skill and leadership in administration;

(4) extent to which unusual ability has been exercised in solving difficult problems;

(5) extent to which knowledge and sound principles have been applied, especially in relation to a variety of work areas, workloads, etc.;

(6) creative or outstanding efforts in applying technical or service skills; and

(7) notable competence and resourcefulness in improving the scientific or administrative management of the NIH, etc.

---

* Instructions: Prepare nominations according to format shown in this illustration. The instructions in parentheses describe the information that should be entered. Nomination, narrative justification, and itemized listing of names should each be limited to one page. Prepare original in 8 1/2" x 11" white bond paper, plus the number of copies defined by your BID.

*U.S. Government Printing Office : 1988 - 201-778 81121

6. The award must be presented to the employee in a suitable manner. The employee will be given a copy of the award justification. Awards must not be announced until all official approvals have been received and the BID has been notified of this by the Recruitment and Employee Benefits Branch, DPM.

II. Special Achievement Award for Special Act or Service

A. Description

This award is granted for a one-time special act, service, or achievement of a non-recurring nature. It is a lump-sum cash award (except for retirees and private citizens, for whom it is an honorary award only, with no cash payment.)

B. Eligibility

Individual employees and groups of employees are eligible for Special Act or Service awards. This includes merit pay and SES employees. It does not include Commissioned Officers. People outside the Department, such as retirees and private citizens, are also eligible for these awards (honorary only.).

C. Criteria

The following criteria apply to Special Act or Service awards:

a. Individual or group performance must have exceeded job requirements as a one-time occurrence. It may be a single action or series of actions, performed either within or outside normal duties (as distinguished from superior performance where sustained overall performance is required). It may be an act of heroism, a special project or assigment which involved overcoming unusual difficulties, the performance of assigned duties with special effect or innovation that resulted in significant economies or other highly desirable benefits, or a creative effort that made important contributions to science or research. The determining factor in distinguishing what constitutes a special act or service is the single one-time nature of the contribution itself. An aspect of the job can be recurring, but a special Act or Service award may be appropriate for a one-time special effort in performing that aspect of the job.

b. If the employee's contribution is within the scope of his/her responsibilities, the contribution must be so superior, meritorious, or beneficial to the Government as to deserve special recognition.

c. Special Act or Service awards can also be used to recognize employees or groups of employees whose disclosure of fraud, waste or abuse results in tangible or intangible benefits to the Government.

d. Normally, the period of performance of a Special Act or Service Award award will not exceed 120 days. There is no limit to the number of Special Act or Service awards an employee may receive in any given period, either as an individual or as a member of a group. Receipt of a Special Act or Service award does not preclude the same employee from receiving recognition for sustained high-quality performance, such as a Sustained Superior Performance award or a quality step increase.

D. Process

1. The immediate supervisor should initiate a recommendation for a Special Act or Service award as soon as the employee's contribution occurs but not later than 120 days after the end of the special act or service. HHS Form 171, "Recommendation for Cash Award" should be used (see Exhibit 8-1) and Checklist for Completing HHS-171, (Exhibit 8-2.) The recommendation must include a brief, specific statement of the achievement and of the tangible and/or intanglible benefits to the Government. A copy of the employee's latest complete, official performance appraisal must be attached.

2. Cash awards for a Special Act or Service must be based on tangible or intangible benefits. When a contribution results in both tangible and intangible benefits, the amount of the award warranted by the tangible benefits should be increased by the additional intangible benefits to the Government.

(a) To determine the amount of an award based on tangible benefits, see Scale of Awards Based on Tangible Benefits, Exhibit 8-3.

(b) To determine the amount of an award based in intangible benefits, see Scale of Awards Based on Intangible Benefits, Exhibit 8-4.

(c) The minimum award is $25, which requires tangible and/or intangible benefits of at least $250.

(d) Normally cash awards are based on the estimated first-year benefits to the Government. Further awards may be granted later if there are greater benefits than originally estimated.

(e) When a contribution is the result of a group effort, the total amount of the cash award is the same as if only one person had been involved. An exception to this policy may be made under appropriate circumstances. When such an exception is requested, the documentation, and the exception must be approved at a higher level than the approving official for the award. Appropriate occasions upon which exception may be requested include when the amount of the award, when shared by all the contributors, would be too small to be meaningful and motivating.

3. The supervisor must forward the award recommendation through established channels to the official to whom approval authority has been delegated(see Special Achievement Award for Sustained Superior Performance, Section I.D.3 of this Chapter.)

4. Each approved HHS-171 must be certified by the BID fiscal officer that funds are available and have been obligated to pay the award. The award should normally be paid from the same fund or appropriation as the employee's salary or be paid by the benefiting organization.

5. The servicing personnel office awards coordinator and the NIH Awards Coordinator in the Recruitment and Employee Benefits Branch (REBB), DPM, will review the award recommendation for conformity with requirements and will forward the completed HHS-171 to the PHS, as appropriate, or to the Department's Protocol and Incentive Awards Officer for review prior to being forwarded to the Pay Systems Division, ASPER, OS, HHS, for payment. A copy of the form is forwarded for placement in the employee's Official Personnel Folder by REBB.

NIH DIRECTOR'S AWARD

Nature of the Award: Plaque

Eligibility:

1. All NIH employees including Commissioned Officers are eligible for the NIH Director's Award.
2. The Director's Award may be given to individuals or groups or teams of NIH employees.
3. Under exceptional circumstances, the Award may be given to persons other than currently appointed NIH personnel.

Criteria:

The Director's Award is intended to recognize superior performance or special efforts significantly beyond the regular duty requirements, and directly related to fulfilling the NIH mission. Examples include:

1. Exceptional initiative or leadership in carrying out activities to improve NIH program operations or to benefit the NIH environment.
2. Unusual commpetence, compassion, or heroism in an emergency situation at NIH.
3. Sustained and excellent performance in carrying out a difficult task.
4. Outstanding contribution to a special committee or task force dealing with NIH-wide policies, procedures, or operations.
5. Outstanding efforts in applying technical or clerical support skills to accomplish NIH mission.
6. Notable competence and resourcefulness in improving the scientific or administrative management of the NIH.
7. Skill and leadership in administration or science.

Nominations are to be submitted for a specific category according to the nature of the act, service or work performance. Categories of nominations are:

1. Scientific/Intramural/Medical
2. Administrative/Extramural
3. Technical/Clerical/Support

Format:	See Exhibit 4-1, Format for Individual Nomination for NIH Director's Award and Exhibit 4-2, Narrative Statement Jusitfying Nomination for NIH Director's Award.
Performance Appraisal:	The personnel office must assure that the nominee's latest performance appraisal is available for review if necessary by the review committee.
Copies:	Submit an original and 17 copies.
Submit Nomination To:	Nominations are to be forwarded in priority order (regardless of category) to your BID Personnel Officer/Awards Coordinator for submission to the Recruitment and Employee Benefits Branch (REBB), Division of Personnel Management.
Due Date:	Nominations are due in REBB no later than February 15.
Review Process:	Committee members will be appointed by the Director, NIH. The Committee will recommend to the Director, NIH a list of candidates for the Director's Award based on its review of the nominations and any additional information obtained from the nominee's BID Director as appropriate.
Presentation:	Made by the Director, NIH at the NIH Honor Awards Ceremony usually held in May/June.

Exhibit 4-1

NIH DIRECTOR'S AWARD

Format for Individual Nomination
for NIH Director's Award

INSTRUCTIONS: Prepare nominations according to this format. The instructions in parentheses describe the information that should be entered. Cover sheet and narrative statement should each be limited to one page. Prepare original on white bond paper. Submit original and 17 copies.

NOMINATION FOR NIH DIRECTOR'S AWARD

(Performance Period - Calendar Year 19__)

_____

Category: Scientific/Intramural/Medical _____
Administrative/Extramural _____
Technical/Clerical/Support _____

Name: (Give name of nominee, as it should appear on the plaque for presentation. Accuracy in spelling is extremely important. If applicable, include designation of doctoral degree held by nominee, e.g., Ph.D., M.D., Ed.D., etc.)

Position Title: (State exact title of nominee's present position. If retired or separated from NIH, state title during employment and give resignation or retirement date.)

Organization: (Enter name of NIH organizational component. Also include Branch or Section.)

Pay Plan, Series and Grade: (Enter present pay plan, series and grade of employee.)

Past Honors Received: (List honors received from any source. Include type, purpose, date received, donor of award and amount.)

Citation: (Specify, in 25 words or less, the service or achievement for which the nomination is being made. DO NOT EXCEED 25 WORDS.)

(Note: The words "distinguished" and "outstanding" are reserved for use with the DHHS Distinguished Service Award and PHS Superior Service Award. These are not to be used for the NIH Director's Award.)

Recommended by: _____ _____
BID Director Date

Approved by: _____ _____
Director, NIH Date

Award presented: National Institutes of Health, Bethesda, Maryland _____

Exhibit 4-2

NARRATIVE STATEMENT JUSTIFYING
NOMINATION FOR NIH DIRECTOR'S AWARD

(Performance Period - Calendar Year 19__)

Present Position: (Give brief description of nominee's present position and duties.)

Service or Achievement Which Merits Special Honor by NIH Director:

Some points to consider, if applicable, are:

- extent to which the field of health and/or biomedical research have been strengthened or improved by the particular superior service or achievement;

- extent to which knowledge and sound principles have been applied, especially in relation to a variety of areas, workloads, etc.

- extent to which "ideas", "concepts", etc., represent originality, creativeness, and/or initiative;

- extent to which service, technical and clerical support skills were applied to accomplish the NIH mission;

- extent to which unusual ability has been exercised in solving difficult problems;

- extent to which competence and resourcefulness improved the scientific or administrative management of the NIH;

- degree of demonstrated skill and leadership in administration and science.

University of Nebraska -- Lincoln

LIBRARY STAFF EXCELLENCE AWARD

Purpose: The Library Staff Excellence Award has been established to annually recognize library staff members whose outstanding contributions through service and job performance go beyond what is normally required to perform one's duties.

Number: Up to three awards may be presented each year. The awards will not be line-specific. If none of those nominated is deemed worthy of the award by the Selection Committee or the Dean, no award will be given that year.

Eligibility: All full time and permanent part-time employees (at least 50% FTE) of the University of Nebraska-Lincoln Libraries shall be eligible for recognition.

Nomination Process: No later than the first week of June of each year, the Dean's office will announce via the staff newsletter that nominations are being accepted. The following information shall be included in the announcement.

1. Nominations are open. Anyone on the staff may nominate any staff member that s/he considers to be eligible. Self-nominations, however, are not recommended. The nominator shall get any nominee's approval before submitting a letter of nomination.

2. The criteria for nomination/selection.

3. Nominations shall be in the form of a letter and shall include the name of the nominee, his/her length of time on the staff, and current department and position title. The letter of nomination should describe the nominee's distinctive contributions to the Libraries. Two copies of all nominating materials should be submitted. The Selection Committee will make its judgments based primarily on the contents of the letters of nomination and any supporting letters. Thus it is important for all letters to be as detailed and specific as possible. Nominators should be cognizant of the "Purpose" statement and its emphasis on service and job performance that **go beyond** a person's daily duties.

4. Letters from other staff members in support of the nomination may be submitted. Resumes and/or vitae, however, are not recommended.

5. Letters of nomination shall be submitted to the Dean's office no later than July 31.

6. The Dean's office shall forward all nominations to the Selection Committee by August 5.

Criteria: The following criteria will be taken into account in choosing recipients of the Library Staff Excellence Awards. These criteria are intended to define or provide examples of the various kinds of achievements that merit the award and are not intended as a checklist nor to exclude other types of contributions to the Libraries. Additionally, the criteria, or the application thereof, shall be equally appropriate to all levels of staff.

The primary criteria for consideration for these awards is service and job performance that goes beyond the daily work of the individual.

1. Exemplary performance both in the staff member's own responsibilities as well as extra duties. Usually, this type of job performance occurs over a period of time.

2. Responsibility for innovative and/or creative ideas that have improved the efficiency and/or effectiveness of a library unit. Ideas that might contribute to the resolution of a difficult problem or a method which would improve department output or quality of work.

3. Extensive contribution to committee or activity work within the Libraries. Extensive contributions on such organizations as the Joint Staff Committee, Friends of the Libraries, ACLP, MPA, Faculty of the University Libraries committees, administrative committees, Library Appreciation Week, Library Book Sale, etc.

4. Distinguished service and meritorious contributions within the Libraries and to the University community as a whole should be recognized.

5. Making the Libraries a more humane place to work. Activity fostering cooperation and harmony by his/her behavior. Outstanding concern for the welfare of others which has led to an improvement in the work environment.

Selection Committee: The Selection Committee will be formed in June of each year, and will consist of two people from each line, appointed by the presidents of the three Libraries staff organizations (ACLP, MPA, and Library Faculty) and one representative from the Dean's office who will coordinate the selection process. An alternate will also be appointed from each line to serve in the event that one of the committee members is a nominee or a nominator. Additional alternates, if needed, will be appointed by the president of the affected staff organization. The Dean's office representative will vote only in the event of a tie.

The Selection Committee shall forward its recommendation to the Dean by September 1. The final decision as to who shall receive the award(s) will be made by the Dean.

In the event that none of the nominees are deemed worthy of the award, no award will be presented that year.

Selection Process:

1. All deliberations of the Selection Committee shall be confidential.

2. After examining the nominations, the committee will cast ballots to eliminate those nominations not considered worthy of further committee consideration. Each nomination will be considered separately. Four "no" votes will eliminate the nomination from further consideration.

3. The remaining nominations will be ranked numerically by each committee member. Rankings will be totalled for each nomination. Those nominations receiving the three highest rankings, including ties, if any, will be forwarded to the Dean as the Committee's recommendation for the award.

4. The Selection Committee shall forward its recommendations to the Dean by September 1. In the event that none of the nominees is deemed worthy of the award by the committee or the Dean, no award will be presented that year. The final decision as to who shall receive the award(s) will be made by the Dean.

5. The representative from the Dean's office shall notify all unsuccessful candidates and successful candidates as soon as the Dean has made a decision.

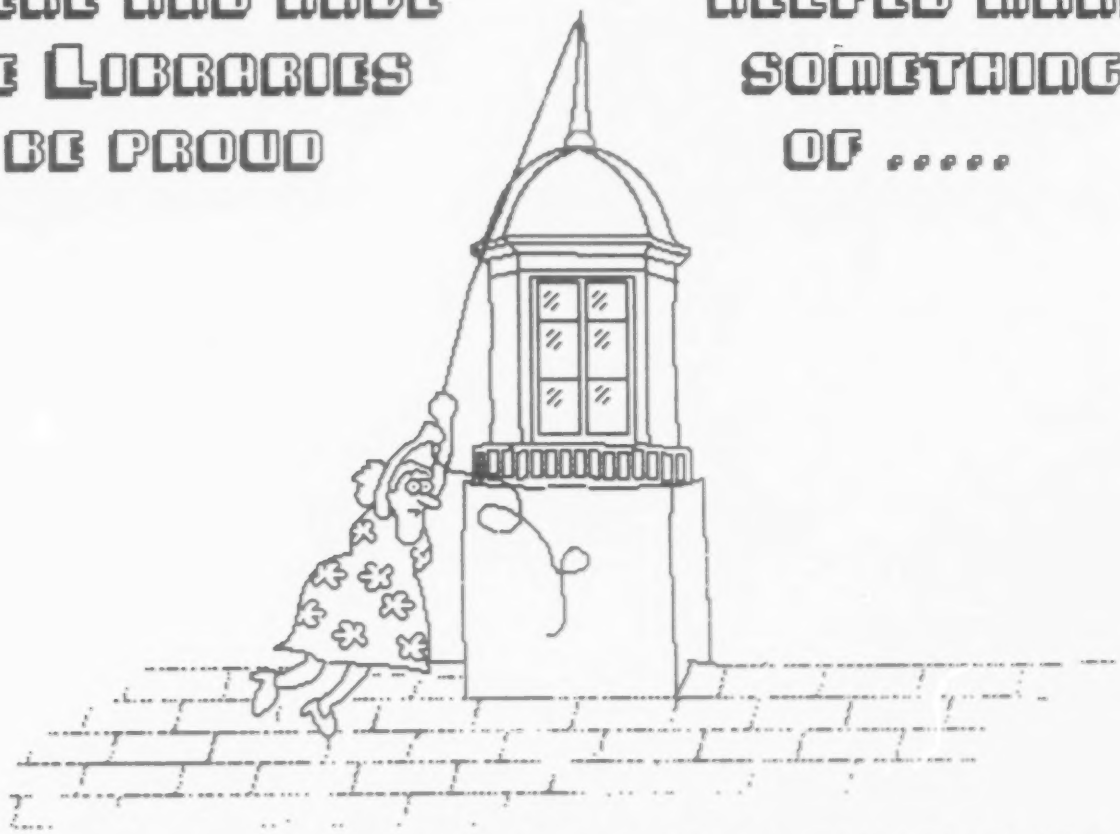
6. The names of the winners will be announced at the first All Staff Meeting following the Dean's decision.

7. The names of the winners and a description of their contributions shall be placed in the first Library Lines following the Dean's decision.

Award: The award, which shall consist of a certificate and $250.00, shall be presented at a recognition ceremony during Library Appreciation Week or another date. A permanent plaque shall be engraved with the names of the award winners and placed in a prominent place within the Libraries. Information about the award shall be placed in the winner's personnel file in the Dean's Office and University Personnel.

16 September 1988

FOR ALL OF YOU WHO HAVE HUNG IN THERE AND HAVE HELPED MAKE THE LIBRARIES SOMETHING TO BE PROUD OF .....



We Greenhorns invite you old timers of five or more years of service to join us for

Library Veterans Pride Day

Cookie Crumble

Wednesday March 30
2:00 -- 3:30
Compton Room

Sponsored by the Joint Staffs Committee

University of Notre Dame
Hesburgh Library

PERFORMANCE RECOGNITION PROGRAM

INTRODUCTION: The success of any organization depends upon its staff. The University of Notre Dame Libraries is fortunate to have a hard working and committed faculty and staff. Each year individuals push themselves to handle increasing workloads, to master new technologies, and to serve the ever changing needs of the campus community. At times individual perform outstanding feats in rush-processing materials, tracking down obscure citations, or rescuing patrons in desperate need of information. The Performance Recognition Program was created to publicly recognize and formally acknowledge these outstanding contributions.

SCOPE: The awards are given for creative and service contributions which are immediately related to an individual's library responsibilities and which have been performed during the last fiscal year. All individual library employees below the rank of Assistant Director are eligible to participate.

TYPES OF RECOGNITION: There are two types of recognition available to acknowledge meritorious performance within the libraries: Annual Performance Awards to recognize outstanding creative and direct or indirect service-related contributions; and the Outstanding Employee Award to be given to one individual each year to acknowledge excellence in overall performance throughout the year.

I. ANNUAL PERFORMANCE AWARDS: Annual Performance awards are to be given to recognize excellence in the library. Winners will be selected by Libraries' Executive Committee and will be individually honored at the Employee Recognition Reception. There are two categories for achievement.

Creative Contribution Awards: -- For developing and implementing a program which has significantly enhanced library operations, resources, access to resources, or direct service to library patrons during the past year.

Examples: For developing the Engineering Library electronic newsletter.

For organizing the funding of database searches by Arts and Letters faculty via the Institute for Scholarship in the Liberal Arts.

For reorganizing the pre-order search process in a manner which has reduced search processing time.

For devising a way to get "change" to library patrons in a quick and economical manner.

Service Awards: -- For regularly providing quality service to the University Libraries in a positive manner which significantly exceeds the general expectations of the position and which serves as a model for other employees.

Examples: For contributing to positive patron relations by offering helpful and friendly library assistance which which can serve as a model for other employees.

For contributing to positive patron relations by responding to patron or staff generated requests for special or rush assistance to meet specific patron demands. Contributions in this area should clearly exceed the normal expectations of the job.

Procedures:

Each Spring, all staff will receive a request from the Library Director to submit appropriate recommendations for the various awards on the nominations form. Nominations should be signed by the nominator and forwarded to the appropriate supervisor for comments.

The Supervisor should attach appropriate supporting documents -- such as letters from patrons, statistics, or sample work (such as a training handbook which the individual created) and should submit the nominations to the Personnel Officer.

The Personnel Officer will review the nominations. Individuals, who are in any stage of the formal disciplinary process are ineligible for these awards. Their names will be returned to the supervisor. All other names will be forwarded to the Library Director.

The Libraries' Executive Committee, working with the Personnel Officer and the Chair of the Staff Committee, will review the nominations, evaluate merit according to established and public guidelines, and select the winners.

It will be the Personnel Officer's responsibility to notify the Department Head or A.D. of the award winner and to make preparations for the awards and for their presentation.

The awards will be presented at the Staff Recognition Reception. Award winners will be featured in Mosaic.

Guidelines:

The number of award winners will vary from year to year, but will not exceed three per category.

One person can win awards in consecutive years or in both categories.

Awards will only be given for outstanding achievements. Some awards may not be presented in a specific year -- if there are no truly exceptional achievements. The awards should not be too easy to attain so as to lose their value, nor should they be so difficult to achieve that few can ever aspire to earn one.

An individual may win an award for a creative contribution even if his/her work is weak in some areas.

II. The OUTSTANDING EMPLOYEE AWARD: The Outstanding Employee Award will be presented to one employee selected by the Performance Recognition Committee. This employee's performance will have demonstrated excellence throughout the year and will be recognized as a model for other employees. Persons must have been nominated in Category I to be eligible for this award. The Committee will review the individual's accomplishments, interview supervisors, and will through a confidential and written procedure select the finalist. The Library Director will present the winner with the Award at the Employee Recognition Reception.

ISSN 0885-9353

MOSAIC

News for the
University Libraries at Notre Dame

Special Issue June 6, 1989

Staff Recognition Tea, 1989

by Robert C. Miller, Director

Every day of the year, the Notre Dame community -- faculty, students and staff -- and its friends, benefit from the regular efforts of the faculty and staff of the University Libraries. Even within the Libraries, our own work is made easier and more successful thanks to the ways we have learned to work together.

Today, June 6, 1989, is the one day of the year that we publicly recognize these efforts, and the people behind them. I proudly owe a special word of thanks to all, for having created a learning environment in the Notre Dame Libraries through a myriad of tasks and for doing this in ways that almost invariably receive the accolades of those they serve.

Fortunately, for me and Notre Dame, most of you will still be in service for another year. We do, however, need to recognize the contributions of those who, during the past year, have terminated their employment, but hopefully not their ties to the Libraries. A special thank you to David Sparks and Lucille Wrobleski.

We must also specially acknowledge the following for their years of service:

Doug Archer	10 years
Charlene Billops	15 years
Maureen Gleason	20 years
Loys "Bud" Juday	10 years
Robin Lisek	10 years
Elaine Molenda	15 years
Mimi Nee	10 years
Jean Pec	10 years
Roland Toth	10 years
Lorenzo Zeugner	10 years

Many in this Library denoted their dedication through the pursuit of a degree outside regular hours. We owe special congratulations to the following individuals whose efforts were rewarded in the last year:

Kay Davies, Bachelor of General Studies, Indiana University at South Bend
Linda Doversberger, Masters Degree in Library Science, Indiana University
Mike Lutes, Masters Degree in Library Science, Indiana University
Jean Pec, Masters of Science in Administration, University of Notre Dame

Finally, I am especially pleased to publicly award the recipients of the University Libraries First Performance Recognition Awards. With much good work done by so many, the committee, consisting of the Executive Committee, the Library Personnel Officer and the chairman of the Staff Committee, had a difficult but satisfying task.

While much could be said about each of this year's honorees, considerations of space here mandate that I keep it short. With that caveat in mind, we want to honor today, for continuing excellence:

Jean Cane, for "her knowledge of her area, her unusual capacity for work and her dedication to her job. Her outstanding ability is universally recognized by those who know her work."

Susan Feirick, for "her tone and manner" in always making patrons feel welcome.

Mary Lehman, for the excellent quality of her work due to her "thoroughness...outstanding organization abilities...flexibility...(and) willingness to undertake projects..."

It will probably come as a surprise to no one that the Great Barcoding Project produced nominees for individual achievement. In one sense virtually all the Library faculty and staff merit nomination in this category for their contributions to the Project. But alas, the numbers are limited, so we are honored to especially recognize for individual achievement on the Project:

Pamela Paidle, for "the many additional hours," "the extra mile" and all around "highly commendable job" as number two person throughout the Project.

Sue Dietl, for her "legendary" efforts in leading the Project, her ability "to keep up interest...despite several setbacks," and her overall "enthusiasm and energy."

My congratulations and thanks to each of our honorees, on behalf of us all.

****

One last recognition for someone with "superb organization skills," "grace and good humor under pressure," "skillful recruiting," and for doing all in a "superb fashion, and with such wit and charm."

In lieu of the recommended canonization, I am delighted to honor as:

UNIVERSITY LIBRARIES EMPLOYEE OF THE YEAR

SUE DIETL

ANNUAL AWARD FOR EXCELLENCE IN LIBRARY SERVICE

Purpose: To recognize outstanding librarianship in supplying the information needs of the Purdue University community.

Title: The John H. Moriarty Award for Excellence in Library Service to Purdue University Faculty and Students.

Amount: $700

Eligibility: Purdue University Libraries faculty members except those who hold the title of Director or above. The award may be given more than once to a faculty member but not in consecutive years. Faculty members may nominate themselves or other faculty members for the consideration of the Selection Committee.

Selection Committee: The Dean, Interim Associate Dean, and Directors of the Purdue University Libraries.

Criteria for Selection: The recipient of the award should show evidence of outstanding abilities in several, but not necessarily all, of the following aspects of librarianship at Purdue University:

- Reference service to students and faculty
- Collection development
- Library instruction
- Creation of bibliographic tools to access Purdue collections
- Productive utilization of new technologies
- Cooperation with teaching faculty
- Effective use of staff
- Cost-effective use of resources
- Cooperation with other library units
- Collection maintenance

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Rutgers University Libraries · New Brunswick · New Jersey 08903

May 2, 1990

TO: Peter

FROM: Sandy

RE: Staff Recognition Day Nominations

As you know, Staff Recognition Day is scheduled for June 20, 1990. This event provides an opportunity to celebrate together and appreciate staff at all levels for their contributions to the Libraries. It is especially important this year to recognize the contributions our staff have made in continuing to maintain our high level of service during a time of limited resources.

You may recall from previous years, "above and beyond" awards are given to those individuals who have done something extra special for the Libraries. Please request "above and beyond" nominations from your unit. You may nominate up to 10 staff members. A nomination form is attached. One or two sentences, but no more than that, should be written about why this person should get the award.

Please return the nominations to me by Friday, June 1, 1990. If you have any questions, please call me at extension 7505.

Attachment

JUNE 1990

"ABOVE AND BEYOND" AWARDS

Nomination Form

DOUGLASS LIBRARY

NAME: Keith Jones "The Best Dam Employee Award"

REASON: Risking life, limb and a good pair of shoes, Keith constructed a dam, which the Army Corps of Engineers would be proud of, to divert water which was flooding through the back door of the library during a torrential downpour. Being creative, he used materials at hand, pieces of book stacks to channel water down a slope and expired issues of the N.Y. Times to "sand bag" the entrance. For being our own dutch boy with his finger in the dike - we present him with this award.

NAME: Phyllis Palfy

REASON: With the grace of Guinevere came to the rescue of a Knight whose stranded 4 wheel drive left him obstructing George Street. 'Tis said that he pushed while she steered out of everyone's way and thus permitted access to the Library once more!

JUNE 1990

LIBRARY OF SCIENCE AND MEDICINE

NAME: Diane Olson Circulation Department

REASON: Diane has learned more about circulation policy and procedure in a year than most of us learn in a lifetime, and she delivers service to library users with a graciousness that we all appreciate. She also deserves the "telephone of her own" award for making the 1,001 phone calls needed to keep the library staffed and open.

NAME: Ramon Negron Circulation Department

REASON: Ramon deserves an efficiency award for getting all his work done - and then some - and also keeping his desk neat.

NAME: Wang Ying Materials Delivery Office

REASON: Wang Ying has mastered such total control of a copy machine that she can get the most pages of original on the fewest pages of copy and still have them all readable. She deserves thanks for a great deal of hard work.

JUNE 1990

TECHNICAL AND AUTOMATED SERVICES

NAME: Angelina Barbara

REASON: She is ready and willing, even HAPPY, to do anything needed for BCD and TAS -- our VOLUNTEER of the Year.

NAME: Mary Belinski

REASON: For her dedication to BRCON (the RLIN batch retrospective conversion project).

NAME: Brenda Carter

REASON: For her very positive attitude which can transform the most complex problem into a manageable project.

NAME: Debbie Apgar

REASON: For her great patience with training students in RLIN inputting and for keeping RLIN printers running.

NAME: Mike Storer (Telecommunications person)

REASON: For keeping us all "talking" to one another.

NAME: Nancy DeHaan

REASON: For doing an outstanding job holding things together in the TSB office.

NAME: Ann Kerrigan

REASON: For keeping the East Asian books on the move.

NAME: Harriet Baum

REASON: For doing an excellent job in shared cataloging and series clean-up and for being an effective manager for the coffee machine.

NAME: Mike Moyers

REASON: For keeping micro madness alive.

NAME: Charlotte Toke

REASON: For the high quality of her work and her dedication.

"ABOVE AND BEYOND" AWARD

FOR RUL STAFF

Nomination Form

Name: _____

Reason: _____

_____

Name: _____

Reason: _____

_____

Name: _____

Reason: _____

_____

Name: _____

Reason: _____

_____

Name: _____

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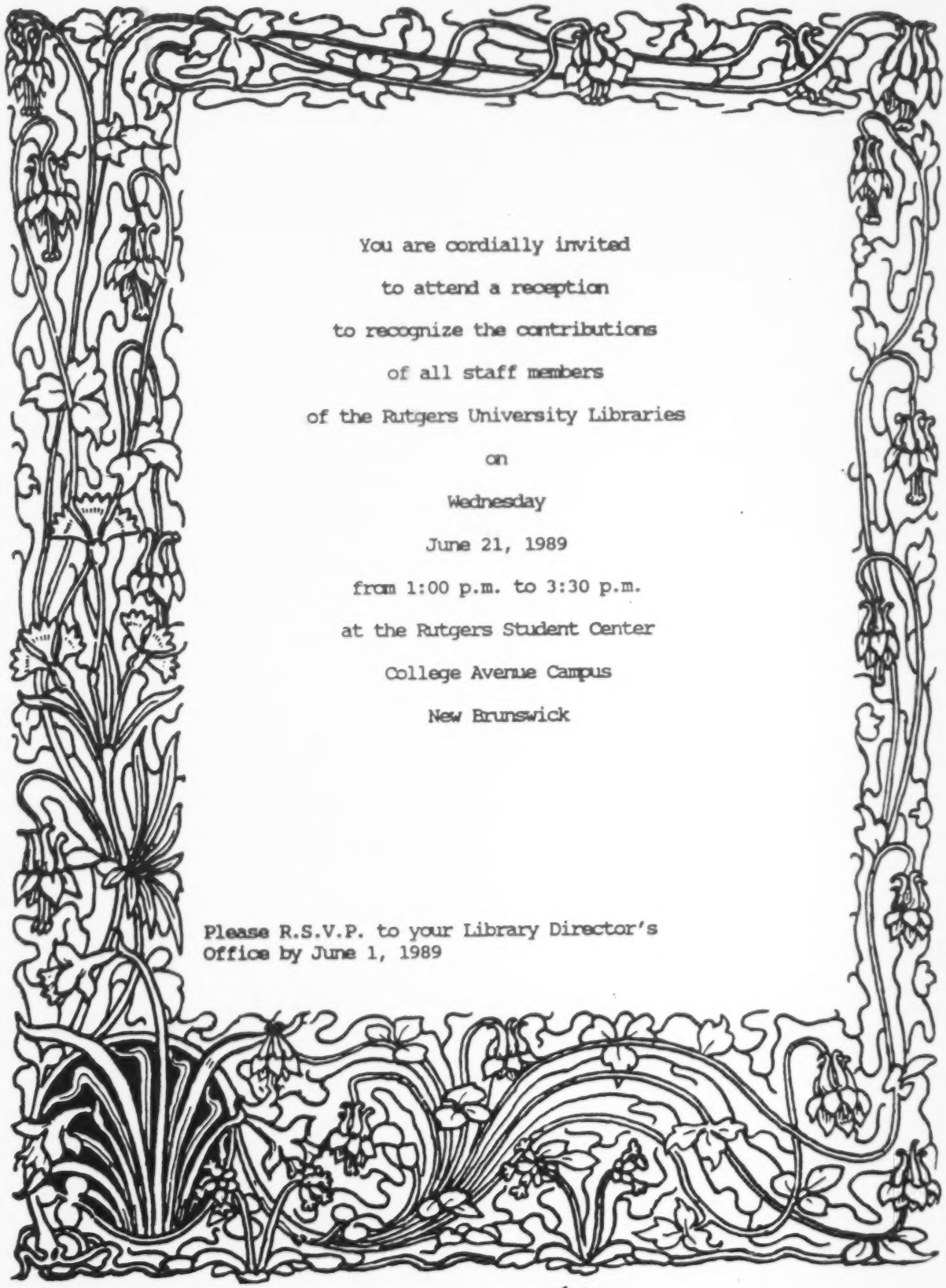
RUTGERS UNIVERSITY LIBRARIES



You are cordially invited

to attend a reception

to recognize the contributions

of all staff members

of the Rutgers University Libraries

on

Wednesday

June 21, 1989

from 1:00 p.m. to 3:30 p.m.

at the Rutgers Student Center

College Avenue Campus

New Brunswick

Please R.S.V.P. to your Library Director's
Office by June 1, 1989

101

Southern Illinois University at Carbondale 1/16/91

LIBRARY AFFAIRS
OUTSTANDING CIVIL SERVICE AWARD

POLICIES AND PROCEDURES

SELECTION

The recipient of the Library Affairs Outstanding Civil Service Award must be a status civil service employee of Library Affairs with a minimum of two years of service.

An individual may receive the award only once, unless an act of extraordinary service merits another award.

In keeping with the philosophy of this award regarding quality, the Selection Committee has the option of not giving the award.

AWARD

The recipient of the Award will have her/his name added to the Outstanding Civil Service Award plaque as well as receive an individual award. The award is purchased by the Library Affairs. The recipient has been receiving a clock with an engraved plate.

The Dean of Library Affairs will announce the name of the recipient and unveil the plaque with the new plate.

The Chairperson of the Library Affairs Civil Service Executive Board (CSEB) will present the individual award.

NOMINATIONS

Nominations for the award may only be made by Library Affairs civil service staff members.

The Nomination forms (see attached) will be distributed eight weeks prior to the presentation of the Outstanding Civil Service Award. Nominations will be open for two weeks.

SELECTION COMMITTEE

The Selection Committee shall consist of the CSEB chairperson or her/his designee, and an elected representative from each of the following areas: Technical Services, Public Services, Learning Resources and Renew Center/Grant Association/Special Collections.

The Chairperson of the CSEB shall chair of the Selection Committee. In the event he/she is unable to serve, he/she may designate another CSEB member or a previous award recipient to serve as chairperson.

The chairperson of the Selection Committee administers the Selection Committee election and performs the administrative duties of the Committee.

BEST COPY AVAILABLE

ELECTION OF THE SELECTION COMMITTEE

All Library Affairs civil service staff members are eligible to serve on the Selection Committee except: Civil Service Executive Board members, nominated staff members, and those making nominations.

The CSEB shall administer the election. Within three working days from the close of nominations, each member of a voting unit will receive a ballot listing those members of their unit eligible for election to the Selection Committee. The ballots must be returned to the chair of the Selection Committee within five working days of their distribution. The chair of the committee will count the votes and determine the representives based who receives the highest number of votes in each unit.

DUTIES OF THE CHAIRPERSON

The chairperson's first duty will be to determine the outcome of the Selection Committee election. He/she will set committee meeting, holding as many as necessary, but keeping in mind that the CSEB chairperson, the selection process must be completed at least five working days prior to the award presentation. The chairperson is also responsible for informing the the committee, in greater detail, the philosophy behind the award and the selection criteria and procedures.

The chairperson will inform, in confidence, the chairperson of the CSEB and the Dean of Library Affairs of the committee's decision at least five working days prior to the award presentation. The chairperson of the Social Committee will be informed, as soon as possible, whether or not there is a recipient.

The chairperson is responsible for the acquisition of the individual gift and ordering the engraving of the plates for both the gift and plaque. The chairperson of the committee, with the help of the chairperson of the CSEB and the nominator of the award recipient, will issue a press statement. The press statement will announce the winner, give both biographical information about the recipient and reasons for nomination, as well as background information about the award.

The chairperson will invite the recipient's family and any other appropriate guests to the reception. The chairperson will also contact LRS to have banners made for the reception. The banners will have on them "Library Affairs Outstanding Civil Service Award" and the recipient's name.

ADDITIONAL PROCEDURES

The Library Affairs office is responsible for making the necessary arrangements for the purchase of the award and ordering the engraving of the plates. The process is begun after the chairperson of the Selection Committee contacts them (please note: The award must be ordered as soon as possible).

The Library Affairs Social Committee will host a reception in honor of the recipient and in conjunction with National Library Week. The Social Committee will use National Library Week and the Award as themes of this reception. The Social Committee may enlist LRS' help in making other appropriate banners or decorations in keeping with theme.

UNIVERSITY AT
ALBANY
STATE UNIVERSITY OF NEW YORK

Office of the President
518 442-5400

Administration 246
Albany, New York
12222

September 11, 1990

MEMORANDUM

TO: All Faculty, Staff, and Students

SUBJECT: Awards for Excellence — October 12 Nomination Deadlines

I am pleased to announce that the University program of Excellence will be continued during 1990–91. Winners of Excellence Awards will receive $300 and appropriate recognition. Winners of awards in Teaching, Librarianship, and Professional Service will also become eligible to compete subsequently for Chancellor's Awards. I urge each member of the campus community to take advantage of this opportunity to nominate deserving individuals for these awards:

1. Excellence in Teaching and Advising — Nominees may be of any academic rank below that of Distinguished Professor, must have completed at least two years of full-time teaching on this campus prior to Fall 1990, and must not have previously won an Excellence in Teaching Award. All full-time teaching faculty are eligible. The names of all nominees should be forwarded to the Office of Academic Affairs (AD 201) for transmittal to the Screening Committee.

2. Excellence in Academic Service — This is an award category open to teaching faculty below the rank of Distinguished Professor, who have completed at least five years of full-time service on this campus prior to Fall 1990. Previous Excellence Award winners are not eligible. The award is designed to recognize extraordinary faculty leadership and service to the University over an extended period of time. The names of those nominated should be forwarded to the Office of Academic Affairs (AD 201) for transmittal to the Screening Committee.

3. Excellence in Research — This award recognizes faculty below the rank of Distinguished Professor who demonstrates outstanding research and scholarship over a period of years. Nominees must have been full-time members of the faculty or staff at Albany for at least two years prior to Fall 1990. The names of those nominated should be forwarded to the Dean of the College of the nominee.

4. Excellence in Librarianship — Nominees for this award must have a full-time appointment as a professional librarian, may not perform duties more than 50 percent administrative, and must have completed at least one academic year prior to Fall 1990. Previous winners are not eligible to be nominated. The names of those nominated should be forwarded to the Associate Vice President for Information Systems (BA B22) for transmittal to the Screening Committee.

5. Excellence in Professional Service -- This award recognizes extraordinary professional achievement. Nominees must be members of the professional staff for a minimum of one year of continuous full-time service prior to Fall 1990. Previous excellence winners are not eligible. The names of those nominated should be forwarded to the Vice President for University Advancement (AD 231) for transmittal to the Screening Committee.

6. Excellence in Support Services — This University award recognizes those who have given superior performance and service in a classified position or a non-exempt position not covered by the other Excellence Awards. Nominees must have been in their positions for a minimum of two years of continuous full-time service prior to Fall 1990 and must not have previously received an Excellence Award in this category. The names of those nominated should be forwarded to the Office of Finance and Business (AD 326) for transmittal to the Screening Committee.

The nomination deadline is October 12, although later nominations may be accepted by vote of a selection committee. Nominators will be asked to coordinate the compilation of appropriate supporting documents. Materials from the previous Excellence Awards Committees are on file so the Screening Committee may not require completely new documentation for those individuals nominated in prior years. I appreciate the efforts of the members of the Screening Committees and hope that all members of the campus community will assist them by seeking out the most deserving persons for each award.

H. Patrick Swygert
President

STATE UNIVERSITY OF NEW YORK

CHANCELLOR'S AWARDS FOR EXCELLENCE IN LIBRARIANSHIP POLICIES AND PROCEDURES 1990-91

SCOPE OF THE PROGRAM

The Chancellor's Awards for Excellence in Librarianship were created to give recognition for extraordinary professional achievement in the field of librarianship and to encourage the continuation of excellence.

NATURE OF THE PROGRAM

Persons who receive an Award for Excellence in Librarianship will be appropriately recognized and rewarded. They will be given recognition in the college catalogue by the addition of the phrase "State University Chancellor's Award for Excellence in Librarianship." They will also receive a certificate and an inscribed medallion.

ELIGIBILITY

CAMPUS PARTICIPATION — Nominations may be made by State-operated, community and statutory colleges.

NUMBER OF NOMINATIONS — Nomination allocations for a campus are based on a ratio to F.T.E's. One nomination allocation will be allotted for every 7,000 total F.T.E. students on the campus. Regardless of the ratio, each campus will receive at least one nomination each year. The number of nominations allocated to each campus annually will accompany the program announcement. Campuses submitting more than their allocation of nominations shall have all nominations returned to the campus without review.

BACKGROUND — Nominations for the award must be drawn from persons having a full-time appointment as a professional librarian. (Possession of an MLS is not essential.)

RANK AND LENGTH OF SERVICE — Persons nominated by the campus may be of any rank and must have completed at least one academic year in a full-time appointment as a professional librarian on the recommending campus prior to the year of nomination.

RESTRICTIONS — Persons whose duties are more than 50 percent administrative in nature may not be nominated for this award. (These individuals are eligible for the Excellence in Professional Service Award.) Persons on sabbatical leave during the fall semester or spring semester prior to the year of nomination may not be nominated, nor may previous recipients of the award be renominated. Posthumous nominations are also ineligible for consideration.

SELECTION PROCESS

PROCEDURES AT THE CAMPUS LEVEL

NOMINATIONS — Nominations for the award should emanate from a broad representation of the campus community, including library faculty and staff, other faculty, students, and administrators.

LOCAL SELECTION COMMITTEE STRUCTURE — The local selection committee for these awards shall be appointed by the local governance structure (as is currently done by each campus for appointment of other faculty committees) with the concurrence of the campus President. The local selection committee for the Excellence in Librarianship Awards will be structured to include a broad representation of the campus community including library faculty and staff, other faculty, students, the chair (or designee) of the campus faculty governance organization, and one member, designated by the campus President, to act in an *ex officio* capacity.

The primary evaluation of the nominee's qualifications will be the responsibility of the campus. Continuation of extensive dossier preparation at the local level is left to the discretion of the local selection committee. *However, candidates must continue to meet the eligibility and selection criteria established by the SUNY Advisory Committee on Awards in order to qualify for campus selection.*

The local selection committee shall make its report in the form of a recommendation to the President. The deliberations on the campus committee shall be confidential. The committee shall forward to the President no more than the number of nominations allowed. Nominations endorsed by the President shall be forwarded to the State University of New York Advisory Committee on Awards.

PROCEDURES AT THE UNIVERSITY-WIDE LEVEL

Nominations for the awards will be reviewed by a committee identified as the State University of New York Advisory Committee on Awards. The committee shall evaluate nominations submitted by campuses for compliance with the SUNY-wide criteria for selection and eligibility. The chair of the committee (or designee) shall contact the campus whenever a situation of non-compliance arises. Contact with the campus will be made prior to making final determination on award recommendation.

Failure by a campus to comply with the procedures established for the selection of nominees will result in the disqualification of all nominees from that institution.

The Advisory Committee shall make its report to the Chancellor in the form of recommendations for award.

CRITERIA FOR SELECTION

Nominees for the award need not have a long record of service, but service must have been extraordinary in the following areas:

SKILL IN LIBRARIANSHIP — There must be positive evidence that the candidate performs superbly in fulfilling his or her librarianship duties. Consideration should be given to the candidate's ability to perform his or her function in a creative and innovative fashion which is of outstanding quality.

SERVICE TO THE UNIVERSITY AND TO THE PROFESSION — In providing librarianship services, the candidate must be generous with personal time and easily accessible. He or she must be flexible and adapt readily to the needs of the library, the institution and the constituents served.

SCHOLARSHIP AND CONTINUING PROFESSIONAL GROWTH — The candidate must keep abreast of developments in the field and use relevant contemporary data in relation to his or her work

situation. Evidence in this category should include references to publications, membership in professional organizations, attendance at meetings, seminars, etc.

SUPPORT FILE

With the responsibility for the primary evaluation of the candidate's qualifications placed on the campus, the submission of the full dossier (or portfolio) formerly mandated in support of each candidate is no longer required. For each nominee the campus must submit as an abbreviated dossier an original plus *eight* copies of the following:

NOMINATION PROCEDURES — A brief description of the mechanism by which nominations were solicited, what evidence was examined by the local selection committee in the evaluation of nominations, and how the local committee arrived at its selection.

SUMMARY PRESENTATION — The summary presentation is the only documentation available to the SUNY Advisory Committee on Awards stating the campus' rationale for nominating the candidate for this honor. It is paramount that the summary presentation address specifically how the candidate excels beyond his/her responsibilities in each of the following selection criteria: skill in librarianship; service to the University and to the profession; scholarship and continuing professional growth; as well as listing the candidate's most outstanding qualifications and major achievements. The Summary Presentation is limited to a maximum of five pages. Do not count the Cover Sheet as one of the pages.

VITA STATEMENT — An up-to-date and moderately detailed Vita Statement which contains full information on the nominee's career. Specific data should include date of appointment to the SUNY system, professional activities and organizations, areas of specialization, research, publications, honors, and campus and University service.

CHECKLIST COVER SHEET — A document that is used for administrative purposes. It shall accompany the Policies and Procedures at the time of program announcement. The Checklist contains the certifications regarding the candidate's eligibility and campus compliance with the program Policies and Procedures. The campus President must sign the Checklist.

TRANSMITTAL LETTER — A brief letter of transmittal from the campus President addressing how candidate meets the selection criteria. A separate letter should be done for each nomination.

NOTE — None of the abbreviated dossiers submitted in support of the nominations shall be returned to the campus.

SUBMISSION

FORWARDING ADDRESS — The *original* plus *eight* copies of the abbreviated dossier must be sent to: State University of New York Advisory Committee on Awards, The Research Foundation of State University of New York, Office of Scholarly Programs — Room N-437, State University Plaza, Albany, New York 12246

DEADLINE — All copies of the abbreviated dossier must be received in the Office of Scholarly Programs on or before Wednesday, February 13, 1991. The nominations will be evaluated at the SUNY-wide level in March, and award announcements will be made in April.

NOTE — If a campus submits more nominations than its allocation, all nominations for that campus will be returned to the campus President without review by the SUNY-wide panel.

ANY QUESTION REGARDING THESE POLICIES AND PROCEDURES SHOULD BE DIRECTED TO THE ADVISORY COMMITTEE SUPPORT OFFICE (OFFICE OF SCHOLARLY PROGRAMS) AT THE ABOVE ADDRESS, TELEPHONE 518-434-7157.

SUNY Stony Brook

CALL FOR NOMINATIONS

President's/Chancellor's Awards
for
Excellence in Librarianship
1990-91

The President's/Chancellor's Awards for Excellence in Librarianship were created to recognize extraordinary professional achievement in the field of librarianship and to encourage continuation of that excellence. Persons who receive an Award for Excellence in Librarianship will be appropriately recognized and rewarded. They will be given public recognition and will receive a certificate, an inscribed medallion and a $500 cash award.

Eligibility

Nominees for these Awards must have a full-time appointment as a professional librarian at Stony Brook. They may be of any rank and must have completed at least one academic year in a full-time appointment as a librarian prior to September 1990. Persons on sabbatical leave any time during 1989-90 are not eligible. Previous recipients of the President's Award may be renominated, though recipients of the Chancellor's Award may not.

Criteria

Nominees for these awards need not have a long record of service, but service must have been extraordinary in the following areas:

SKILL IN LIBRARIANSHIP - There must be positive evidence that the candidate performs superbly in fulfilling librarianship duties. Consideration should be given to the candidate's ability to perform functions in a creative and innovative fashion.

SERVICE TO THE UNIVERSITY AND TO THE PROFESSION - In providing librarianship services, the candidate must be generous with personal time and easily accessible. The successful nominees must be flexible and adapt readily to the needs of the library, the institution and the constituents served.

SCHOLARSHIP AND CONTINUING PROFESSIONAL GROWTH - The candidate must keep abreast of developments in the field and use relevant contemporary data in relation to the work situation. Evidence in this category should include references to publications, membership in professional organizations, attendance at meetings, seminars, etc.

Selection Process

1. Supporting Documentation

Any member of the campus community may nominate candidates for the Awards for Excellence in Librarianship. Nominators are responsible for compiling support files for their nominees. A strong support file is essential for the ultimate success of a nomination. Each file shall include:

A) Nominee's curriculum vitae. This should be an up-to-date and moderately detailed statement that includes the full range of relevant activities in which the candidate has participated.

B) Supporting statements. Letters of recommendation from the nominee's supervisors and colleagues and from library patrons that attest to the candidate's outstanding accomplishments and skills in the areas of librarianship, service to the University and to the profession, and scholarship and continuing professional growth. All areas must be addressed in at least one letter. There is no limit on the number of letters that may be submitted.

C) Statement from candidate. This should be a concise statement of the nominee's philosophy of and approach to providing librarian services at Stony Brook.

2. Evaluation of Files

A subcommittee of the University Senate Standing Committee on the Library is responsible for evaluating the nominations and selecting the candidates for the President's/Chancellor's Awards for Excellence in Librarianship. The Committee may select up to two awards winners for 1990-91.

3. Deadlines

Completed files must be submitted to the evaluation subcommittee by no later than **Friday, January 18, 1991.** Following the Committee's review, the files of the successful candidates will be sent to the President for submission to the Chancellor's Advisory Committee on Awards by February 13. Award announcements will be made in early April.

Please send nomination files to:

0701
Evaluation Subcommittee of the
University Senate Standing Committee on the Library
Administration Building, Room 310

Inquiries may be directed to Sally Flaherty in the President's Office at 632-6265.

Deadline: January 18, 1991

Previous Chancellor's Awards Winners: Evert Volkersz, Judith Kaufman, David Allen, Mitsuko Collver, Donna M. Albertus, Arlee May

Previous President's Awards Winners: Barbara Schupe, Catherine D. Swenson, Antonija Prelec, Helen Volat-Shapiro, Brigitte D. Howard, Richard E. Feinberg, Jacob Lipkind, Doris Williams, David Allen, Mitsuko Collver, Donna M. Albertus, Arlee May

SYRACUSE UNIVERSITY LIBRARY

DISTINGUISHED SERVICE AWARD

PURPOSE: To recognize a Library support staff member or librarian who has made significant contributions to the service of the Syracuse University Library user community. The recipient of the award will receive a $250.00 cash stipend and a certificate presented at an annual staff recognition ceremony.

SELECTION PROCEDURES: A selection panel will be drawn by lottery by the Professional Concerns and Development Committee (PCDC) from a pool of interested volunteers. The selection panel will serve for one year and will be composed of two members of SULA and three support staff members. The panel membership will be announced by March 1. The selection panel will make the decision and notify the PCDC by April 30. The PCDC will plan the awards ceremony. The presentation will be made by the Chair of the PCDC.

ELIGIBILITY: All full-time staff of the Syracuse University Library who have worked in the system for at least three years. Members of the PCDC and the Selection Panel are not eligible while in office.

SUBMISSION PROCEDURES: Write a letter outlining how the nominee meets the above criteria. the names of at least two individuals, including addresses and telephone numbers, who can serve as reference for the nominee should be included. At least one of the individuals should be a co-worker or supervisor of the nominee.

DEADLINE: Send nominations and accompanying documents mentioned above to the chair of the selection panel by **March 30**.

2/9/90

These are the guidelines that we developed for our use in this first year of the award. They are merely suggestions that we hope will be helpful for other selection panels in the years to come.

Guidelines for the Selection Panel

DISTINGUISHED SERVICE AWARD

1. The Professional Concerns and Development Committee (PC/DC) appoints a subcommittee composed of 2 librarians and 3 staff members which reports to and responds to the concerns of the PC/DC.

2. Subcommittee meets to elect a chair and divide responsibilities.

Determine budget
Plan catering and flowers
Design invitations
Write acknowledgment letters to nominators
Create program design
Write letters to nominators
Promote the event - posters, articles in RECORD, Newsletter.

3. Weekly meetings are held - to share plans and progress
to evaluate nominations
to determine recipient

All nominations are read individually and privately by each committee member. Be aware that this is not a popularity contest. Confidentiality is the top priority.

4. Report of the subcommittee is given to the chair of the PC/DC at the end of April. Announcement of the winner is made May 1st.

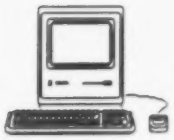
5. After the announcement is made, write letters to those persons who were nominated but not award recipients. These letters are hand-delivered, in private. The decisions to make their nominations known to others remains theirs.

6. Award Ceremony is held in mid-May. Plan for 125-150 people.

Distinguished Service Award

M. V. E.

(Most Valuable Employee)



The Syracuse University Library wishes to recognize the contributions by a support staff member or librarian in service to the Library's user community.

The honoree will receive a cash award of $250 and a certificate to be presented at an annual staff recognition ceremony.

To nominate a co-worker, write a letter outlining how the nominee meets criteria for this award. Include the names, addresses and phone numbers of at least two individuals who can serve as references for the nominee. At least one of the individuals should be a co-worker or supervisor of the nominee. The **deadline** for nominations is **March 30, 1990**.

For more information, please contact any member of the Selection Panel: Nancy Herrington (Science and Technology Library), Rochelle Little (Belfer Audio Lab), Bonnie Steinkraus-Sicam (Fine Arts), John F. Smith (Access Services), or Lydia Wasylenko (Arents Research Library).

TEXAS A&M UNIVERSITY
COLLEGE STATION, TEXAS 77843-1246
(409) 845-2217

FRANK E. VANDIVER
PRESIDENT

September 1, 1986

MEMORANDUM

TO: Vice Presidents, Deans, Directors, and Heads of Departments

SUBJECT: New Staff Awards Program

It is my pleasure to announce a new President's Meritorious Service Awards Program. The new program is made possible by the generosity of the Association of Former Students which will fund ten awards annually at $500 each. Award winners will also receive an attractive plaque with the cash award. Nominations for these awards must be received by the Personnel Department no later than September 30.

Purpose of Award: To recognize and reward staff employees for meritorious service to Texas A&M University.

Who is eligible: To be eligible, an individual must:

1. be a member of the Texas A&M University staff (persons holding faculty rank are not eligible)
2. have a minimum of two years service with Texas A&M University
3. be below the level of Department Head or Director
4. be full time and budgeted at least 50% with Texas A&M University at the time of nomination, and
5. not have been a recipient of a President's Meritorious Service Award.

Who can nominate: Any member of the faculty or staff of Texas A&M University. You will want to reproduce the attached nomination form for use in your area.

Please display the attached poster in your area to ensure that all of your staff members are informed of this exciting new staff awards program. Questions concerning this staff awards program may be referred to the Personnel Department, 845-4141.

Awards will be presented in December.

Frank E. Vandiver

Attachment

Texas A&M University

President's Meritorious Service Award

Nomination Form

Nominee _____ Department _____

Current Position _____

Amount of Time in this Position _____ with TAMU _____

Basis for Nomination - This section should include a narrative description of the person's job and outstanding accomplishments. Give examples of how the individual excels in job performance. (One additional page may be attached to this form if extra space is needed.)

Nominator _____ Title _____

Department _____ Date Submitted _____

Please send this form in a sealed envelope to: President's Meritorious Service Awards Committee, Personnel Department, Campus.

NOMINATIONS MUST BE RECEIVED
NO LATER THAN SEPTEMBER 30, 1986
AWARDS WILL BE PRESENTED IN DECEMBER

SELECTION PROCESS

College and University Level

1. The identity of the members of the selection committees shall be kept secret, and the proceedings of the selection committees shall be kept secret.

2. In each case, the chairman's function will be to preside, conduct the meetings, and count the votes, in addition to voting.

3. Great care should be taken to insure that all of the appointed members of the selection committee fully understand the unusual significance of the awards and the necessity for maintaining the integrity of the awards.

4. Individuals who serve as administrators with the title of department head, dean, director, assistant vice president, associate vice president, vice president, executive vice president, and president are not eligible to serve on the selection committee.

5. Individuals who are nominated for awards may not serve on the selection committee.

6. Once winners have been selected by the committees, their names should be provided, in a sealed envelope marked "CONFIDENTIAL," to the Dean of Faculties.

University Level

The selection committee will consist of 27 members, none of whom (except for its chairman, the Associate Provost and Dean of Faculties) has served on the committee in the past three years. Each member participates in the selection of winners only in certain award categories, as shown on the attached chart.

College Level

The dean or his representative, which in most cases will be the Associate Dean for Student Affairs, will be involved in planning the structure of the selection committee and is asked to convene the members for their first meeting, but will not make any actual appointments of students or faculty to that committee. In a meeting called by the dean, one or more representatives from the Faculty Advisory Committee, one or more representatives from the Student Council, and the dean together will decide the exact size of the selection committee. The following guidelines must be met.

IN EACH CATETORY OF AWARD

Name of person or group:	COLLEGE LEVEL (Due March 3) Teaching	Librarian-ship	UNIVERSITY LEVEL (Due February 3) Teaching	Research	Student Relat. (Individ.)	Cont.Ed Ext.	Staff/ Admin.
Student Government	0	0	0	0	1	0	0
Student Council, ea. college	2-4*	1	1	0	1	0	1
Graduate St. Council	0	0	0	0	1	0	0
Fac. Adv. Comm., ea. college	2-4*	0	0	0	0	0	0
Exec. Comm.; ea. coll.	0	0	1	1	1	0	1
Residence Hall Assn.	0	0	0	0	1	0	0
Corps of Cadets	0	0	0	0	1	0	0
MSC Council & Direct.	0	0	0	0	1	0	0
Acad. Dean, ea. coll.	0	1	0	0	0	1	0
Dean of Admissions	0	0	0	0	0	0	1
Dean, Grad. Coll.	0	0	0	0	0	0	1
Dir., Ag & Engr. Expt. Stations	0	0	0	1	0	0	0
Dir., Evans & Med. Sci. Libraries	0	1	0	0	0	0	0
Ext/Cont. Ed. Dir. of ea. coll. & of Univ.	0	0	0	0	0	1	0
VP, Student Services	0	0	0	0	1	0	1
VP, Finance and Admin.	0	0	0	0	0	0	1
Dir., Ag & Engr Ext. Services	0	0	0	0	0	1	0
Dir., Univ. Co-Op Education	0	0	0	0	0	1	0

*Consult college-level guidelines

Association of Former Students'
Distinguished Achievement Awards,

University Level

DESCRIPTION OF AWARDS

Each award consists of a cash gift, a framed certificate, and an engraved watch. The basic purpose and philosophy of each award, mutually agreeable to Texas A&M University and the Association of Former Students, is described below.

CATEGORIES OF AWARDS

Teaching (six awards will be given)

This award is to recognize, encourage and reward the superior classroom teachers--the individuals whose command of their respective discipline, teaching methodologies, pervasive caring, communication skills and commitment to the learning process exemplify the meaning of TEACHER/MENTOR in its highest sense. This program is not intended to be a popularity contest; rather, it is designed to distinguish those teachers who maintain high expectations of their students and who insure academic rigor in their courses. The distinguished teachers recognize their responsibility in motivating their students and the relationship of their subject matter and attitude toward the total development of the student.

Coordination: The dean of each college or his designate should be informed (by the date specified by him) of who is being nominated by your group. In case of duplicate nominations, the dean will ask that only one group compile a nomination packet, but that both groups should provide a letter of nomination or endorsement (resulting in one extra letter in the packet).

Research (six awards will be given)

This award is to recognize, encourage, and reward those individuals whose research efforts have been particularly successful and outstanding and are so recognized locally, regionally, nationally, and internationally. The results of these research efforts should have contributed to the improvement of the quality of life and/or encouraged additional research, and/or added to the basic body of knowledge. (Since only one body in each college is making nominations, no coordination is necessary.)

Individual Student Relationships (two awards will be given)

This award is to recognize, encourage, and reward those individuals whose professional relationships with students are particularly helpful and inspiring. The recipients of this award should be characterized by a

PREPARATION AND SUBMISSION OF NOMINATION PACKETS

For each nomination, ten copies of each packet should be placed in manila folders clearly marked with the name of the nominee on the tab. Special folders or binders are not recommended. All ten copies should be submitted to Dean Phillips not later than February 3, 1989. Student Councils needing logistical support (typing of letters, making long distance phone calls, etc.) may obtain it from the office of their dean.

The contents of each packet should be as follows:

1. Table of Contents

2. Letter of Nomination (limited to four pages)

3. Biographical data. This information should be provided on the following items in the order listed:

   a. Name of Nominee

   b. Current position (title, rank, department or unit)

   c. Number of years in this position

   d. Number of years at Texas A&M University

   e. Degrees held (source and date)

   f. Employment history (previous positions, years; list most recent first)

   g. Honors and awards

   h. Membership in professional and honorary societies (note offices held)

   i. List of articles and books published and professional accomplishments within the last five years (if there are particularly significant accomplishments before the last five years, those should be included in the letter of nomination).

4. No more than six letters of endorsement (normally one page in length each). Letters of endorsement may be provided from any source. The only restrictions are that nomination packets for the awards in teaching and individual student relationships must include at least two letters from current and/or former students.

5. Staff or administration: For this award the nomination materials should contain the following: six letters of endorsement (normally one page in length) from professional colleagues or others familiar with the nominee's accomplishments beyond the expectations of the position. In this category it is often difficult to obtain letters of endorsement from colleagues or former students outside Texas A&M University or from

APPENDIX

OVERVIEW OF THE AWARDS PROCESS

There are four steps in deciding upon winners of the various University- and College-Level awards. They are (1) solicitation of nominations by designated groups; (2) compilation of nomination packets by designated groups; (3) designation by specified groups of the members of the selection committee; and (4) selection of winners by these committees. Each of these steps is described briefly below; detailed instructions are provided in the guidelines to which this section is appended.

(1) Solicitation of Nominations.

This process begins as soon as guidelines are released by the Associate Provost and Dean of Faculties (usually in late September). Each group (listed in the table on the following page) is asked to solicit nominations by whatever means it deems appropriate. An effort to notify all faculty, staff, and students of the opportunity to nominate should be made.

In addition, the Student Government is asked to run an advertisement in The Battalion announcing the awards process, and to distribute the resulting nominations by the end of October to the Student Councils of each college as appropriate, for their further consideration.

(2) Compilation of Nomination Packets.

Each group listed in the table on the following page should review the nominations received and decide which to forward to the selection committees for further consideration. In all cases except the College Level guidelines for instructions concerning the differing numbers for each college.

Ten copies of the nomination for each University Level award must be submitted to the Associate Provost and Dean of Faculties not later than February 3. Ten copies of the nomination for each Librarianship Award must be submitted to the Associate Provost and Dean of Faculties not later than March 3. Ten copies of each College Level Teaching Award nomination should be submitted to the Dean of the appropriate college (or his designate) not later than March 3.

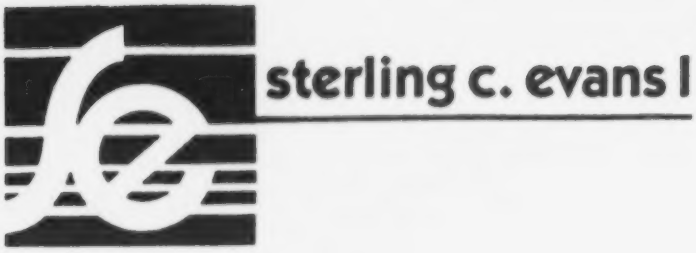
The table on the following page shows the categories in which each group is asked to submit nominations. Individuals and groups not listed who wish to make nominations should contact one of these designated groups to make their nominations known to that group for further consideration.

(3) Designation of Selection Committees.

Each group named in the table included with the instructions on Selection Committees is asked to submit the names to Dean Phillips of people to serve on the University Level Selection Committees not later than February 3.

Person making the Appointment:	Who is Appointed:	COMMITTEE MEMBER VOTES ONLY IN AWARD CATEGORIES INDICATED BELOW: TEACHING	RESEARCH	STUDENT RELATIONS	CONT.ED/EXT. PROF. DEV.	STAFF/ ADMINISTRATION
Dean of Each Academic College	1 faculty member	yes	yes	yes	yes	yes
Association of Former Students	2 former students	yes	yes	yes	yes	yes
President of the Student Govt.	1 student	yes	yes	yes	no	yes
President of the Res. Hall Assn.	1 student	yes	no	yes	no	no
President of the Grad. Stu. Council	1 student	yes	yes	yes	no	yes
Commander of the Corps of Cadets	1 student	yes	no	yes	no	no
President of the MSC Council	1 student	yes	no	yes	no	no
Vice President for Student Services	2 students 1 staff member	yes yes	no no	yes yes	no no	no yes
Vice President for Finance & Admin.	1 person	yes	yes	yes	yes	yes
Director of Each Expt. Station	1 person	no	yes	no	yes	yes
Director of Each Ext. Service	1 person	no	yes	no	yes	yes
Dir. of Office of Univ. Research	1 person	yes	yes	yes	yes	yes
Dir. of Office of Prof. Development	1 person	no	yes	no	yes	yes
Assoc. Provost & Dean of Faculties	self	yes	yes	yes	yes	yes

Committee members should be named to the Associate Provost and Dean of Faculties no later than February 1989.



409-845-8111

October 11, 1989

MEMORANDUM

TO: Library Faculty

FROM: Irene B. Hoadley
Director

SUBJECT: Association of Former Students (AFS) College Level Award in Librarianship

In order to facilitate the process for nomination for the AFS Librarianship Award, the following internal procedure will be followed:

1. Any Library faculty member can submit a nomination. The nomination should be a one page letter which indicates the person who is being nominated and why the person should receive the award. This will become one of the letters of endorsement. The letter must be submitted no later than November 8, 1989 to the Director.

2. After all nominations are received by the Director, all documentation (letter of nomination and complete resume) will be compiled for internal review purposes.

3. A committee of at least three individuals will be chosen by the Director to review the nominations and submit their recommendation.

4. The Director will submit one nomination on behalf of the Library.

Eligibility for the award includes completion of three full years of service to the University by January 1, 1990. The Director and Assistant Directors are not eligible. The purpose of the award is to recognize a librarian who has made superior contributions to the University through outstanding accomplishments, dedication and service.

In order to facilitate the completion of the nomination packets, each faculty member should have an up-to-date vita and a list of six potential references including their names, addresses and telephone numbers in their personnel file. The names should be for professional colleagues familiar with the nominee's accomplishments beyond the expectations of the position. These may be colleagues at Texas A&M University or at other institutions. The time frame will be short and this information is critical to the process. Confidentiality is an essential part of this process. All letters should be submitted in a sealed envelope, addressed to the Director and marked confidential.

IBH/bj

sterling c. evans library

texas a&m university
college station, texas 77843-5000
409-845-8111

LEILA PAYNE WINS AFS AWARD

Leila Payne has been selected as the recipient of the Association of Former Students Award in Librarianship for 1990. The award is presented annually to a library faculty member who has made superior contributions to the University through outstanding accomplishment, dedication and service.

Payne currently serves as Head of the Database Management Division at Evans Library. Her twenty-year career at Texas A&M University began as a cataloger. She also headed the Library's Processing Division from 1971 to 1989.

In her introductory remarks, Irene Hoadley, Evans Library Director, recognized Payne as an expert in cataloging librarianship and a superior manager of staff and resources. She added that her model of excellence has impacted the library profession as well as enhancing Texas A&M's reputation. In national recognition of her cataloging expertise, Payne was invited to participate in the ALA/RTSD Preconference on the ANGO-AMERICAN CATALOGING Rules, 2nd edition. Payne was also responsible for the OCLC system implementation which provided access to an international database. She is recognized as a leader in catalog automation having implemented two automated systems.

In accepting the award Payne thanked the Association for recognizing the efforts that go on behind the scenes in providing access to collections for faculty and students.

Jim Jeter, Associate Executive Director of AFS, presented the award assisted by Randy Matson, AFS Executive Director.

LIBRARIAN EXCELLENCE AWARD

THE GENERAL LIBRARIES
THE UNIVERSITY OF TEXAS AT AUSTIN

Office of the Director
Austin, Texas 78713-7330

March 6, 1990

TO: Department Heads, Branch Librarians, Unit Supervisors

FROM: Harold W. Billings, Director of General Libraries

SUBJECT: Librarian Excellence Awards

The following announcement will be appearing in an upcoming *Bulletin*; please encourage your staff to take advantage of this opportunity to nominate a professional librarian for an Excellence Award:

Thanks to the generosity of library supporters and to matching funds provided by President Cunningham, it will be possible again in 1990 to give Excellence Awards to outstanding professional librarians on the General Libraries staff. Two $1,000 awards will be made this year. These awards are in the tradition of awards made to outstanding faculty and the University-wide awards made each year to distinguished non-teaching personnel.

I am asking for nominations by anyone on the staff of two professional librarians who have made distinguished contributions to the University by fulfilling their job responsibilities at a level of true excellence. Outstanding service over a long term should be considered as well as exceptional performance in the recent past.

Please send nominations to me or other members of the Administrative Group by Friday, April 6 . Recipients will be announced in mid April and honored at the library's Staff Recognition Reception in May.

Previous recipients of the award have been Kate Adams, Susan Ardis, Mary Beth Bigger, Olga Buth, Don Carleton, George Cogswell, Sue Fuller, Ann Hartness, Jo Anne Hawkins, Goldia Hester, Suzanne Marshall, Bruce Miller, Marcia Parsons, Wayne Perryman, Al Rogers, Ron Seeliger, and Bob Stewart.

HWB/sk

PRESIDENT'S EXCELLENCE AWARD

NOMINATIONS SOLICITED FOR SPECIAL MERIT AWARDS

January, 1991

President Cunningham and the Excellence Awards Committee are pleased to announce that nominations are now being accepted for the 1991 University of Texas at Austin Employee Excellence Awards. Now in its twelfth year, this awards program is designed to honor and recognize the invaluable contributions of non-teaching personnel to the continuing success of The University. Thirty employees will be selected and awarded $1,000 in appreciation for his or her service to this institution. The awards are subject to withholding for taxes and retirement contributions.

Eligibility: All non-teaching personnel at U.T.Austin who hold at least half-time appointments and who have been employed for a minimum of two years as of September 1, 1990 are eligible. Nominations for both classified employees and administrative and professional personnel (Code 1000) are encouraged. The committee is especially interested in receiving names of persons whose competence and conscientious performance may not have come to the attention of the larger University community. Previous recipients who received awards more than five years ago are eligible.

Nomination Process and Deadline: Any University employee may make a nomination for the award. Please follow the format suggested below and include the information requested. Send your nominations via Campus Mail (no stamp needed) to Excellence Awards Committee, c/o University Supply and Mail Service, WMB, Campus. The deadline for nominations is February 11, 1991.

Notification: Award recipients will be notified during April, 1991 and will be honored formally at The University Staff Recognition Ceremony on May 3, 1991.

Format for Nominations for Excellence Award

Name of nominee (please print)	Position and title of nominee
Name of employing unit at U.T.Austin	Nominee's campus address,if available
Your name(nominator)-please print and sign	Nominator's department

Supporting Statement Required: Attach a brief supporting statement with examples describing what the nominee has done or is doing for The University.

PERSONNEL-O-GRAM

Administration	471-1795	Employment Center	471-3656
Compensation/Classification/		Faculty/Staff Benefits	471-4343
Employee Relations/Training	471-5824	Records	471-5127

FOR ALL FACULTY AND STAFF
APPOINTED HALF-TIME OR MORE
FOR FOUR AND ONE-HALF
MONTHS OR MORE

IN THIS ISSUE

Nominations Solicited for Special Merit Awards Page 1

** 1991 EMPLOYEE EXCELLENCE NOMINATION FORM ATTACHED **

NOMINATIONS SOLICITED FOR SPECIAL MERIT AWARDS

President Cunningham and the Excellence Awards Committee are now accepting nominations for the 1991 University of Texas at Austin Employee Excellence Awards. Each recipient of the award will receive $1,000 in appreciation for his or her service to this institution. Any University employee may make a nomination for the award by completing the nomination form attached to this issue of the Personnel-O-Gram. Information regarding eligibility requirements, an explanation of the nomination process, and deadline dates are included on the nomination form.

W. F. Wallace, Jr.

William F. Wallace, Jr.
Director
Office of Personnel Services
and Employee Relations

OPSER
The University of Texas at Austin
Office of Personnel Services and Employee Relations

Service Awards

VANDERBILT UNIVERSITY
NASHVILLE, TENNESSEE 37240
TELEPHONE (615) 322-7311

Vice-Chancellor for Administration • Direct phone 322-2491

August 1, 1990

MEMORANDUM

TO: *Deans, Directors and Department Heads*

FROM: *William A. Jenkins* WAJ

SUBJECT: *Performance Recognition Award*

Each fall the University community recognizes the dedicated service of staff who complete significant service milestones. These employees, supervisors and guests participate in a formal recognition ceremony. This recognition of long-term, dedicated staff is an important part of the University's Employee Relations program.

The recognition of distinguished performance accomplishments has been noticeably absent from these ceremonies. With the 1990 Employee Recognition Ceremony, we have the opportunity to recognize distinguished performance contributors. The attached information describes the Commodore Award for distinguished staff performance. Your nominations are welcome. Please circulate this information to others in your area who can nominate.

The closing date for nominations is September 1. Award winners will be announced at the 1990 Employee Recognition Ceremony, held in October.

Thank you for your assistance. If you have questions or need additional information, please contact our Employee Relations Office at 322-7259.

WAJ/det

Attachment

COMMODORE AWARDS

for Staff Performance Accomplishments

<><><>

SELECTION CRITERIA

A select number of staff members (up to two Campus and two Medical Center) will receive Commodore Awards in a given year. Selection will be based on a clear demonstration of any of the following types of performance:

1. Overall performance accomplishments that regularly and consistently demonstrate superior performance, reflecting a high level of service, dedication, conscientiousness, compassion, and applied skill.

2. Handling in an exceptional manner a situation of an unusual, high-impact, or critical nature, the outcome of which had important consequences for Vanderbilt, for those being served (e.g., students, patients, families, etc.), or for co-workers.

3. Developing new, or improving existing, procedures that resulted in significant improvement in productivity or work methods.

4. Developing new, or improving existing, procedures that resulted in significant cost savings to the organization.

5. Other compelling contributions upon nomination and at the discretion of the Selection Committee.

THE NOMINATION PROCESS

Calls for nominations will be published in the appropriate news media of the Campus and Medical Center, as well as announced in memorandum form to all Deans, Directors, and Department Heads for further dissemination.

Nominations may be submitted by supervisors, department heads, co-workers, subordinates, faculty members, or students. Staff members may not nominate themselves. Nominations will be submitted on a form expressly developed for this purpose (copy attached). The forms will be distributed with the memos and will be available through the office of Employee Relations of Human Resource Services.

The nomination process will occur annually, with nominations solicited during the months of August and September.

THE SELECTION PROCESS

A. *The Review Committees.* Two committees will be established (one from the Campus and one from the Medical Center) to review all nominations. Each committee will consist of four voting members plus a voting committee chair, appointed by the Associate Vice Chancellor for Human Resource Services in consultation with executive management.

The committees will include representatives from each of the following constituencies: *non-exempt staff; exempt staff; faculty;* and *administration.* The Director of Human Resource Programs will serve ex officio on the committees and will facilitate the committee's review work.

B. *The Recommendation Process.* The committees will review all nominations and solicit corroborating evidence that it deems necessary, including appropriate documentation from the supervisor.

C. *The Final Decisions.* The committees will recommend honorees to the Associate Vice Chancellor for Human Resource Services, who will consult with the appropriate Department Head, Dean, and Provost/Vice Chancellor, before recipients are confirmed.

RECEIPT OF AWARDS

The recipients of the Commodore Awards will be announced by the appropriate Vice Chancellor at the annual Campus and Medical Center Service Recognition Awards in the Fall of each year.

Each recipient will receive a certificate of accomplishment, a Commodore Distinguished Performance Cup, and check for $500.

Employees are eligible to win the award more than once, but not within the same five year period.

REVIEW OF THE PROCESS

As with any new program, it can be expected that modifications may well be required. The review committees should be convene with representatives of Employee Relations following the awards ceremony to evaluate the success of the program and to make recommendations for the future.

VANDERBILT UNIVERSITY

COMMODORE AWARDS
Nomination Form

The nominee

Name of NOMINEE	Nominee's JOB TITLE
Nominee's DEPARTMENT	Day PHONE

The nominator

YOUR NAME	Your JOB TITLE
Your DEPARTMENT	Day PHONE

My knowledge of the Nominee's accomplishments comes in my role as:

- ☐ IMMEDIATE SUPERVISOR
- ☐ CO-WORKER
- ☐ SUBORDINATE
- ☐ DEPARTMENT HEAD
- ☐ FACULTY MEMBER
- ☐ STUDENT
- ☐ OTHER: _____

The supervisor

The Nominee's SUPERVISOR	Supervisor's JOB TITLE
Supervisor's DEPARTMENT	Day PHONE

References

Names of OTHER INDIVIDUALS who might be able to help the Selection Committee verify the nature of your Nominee's performance accomplishment:

NAME	TITLE	DEPARTMENT	Day PHONE
_____	_____		
_____	_____		
_____	_____		
_____	_____		

Continued on Back

The Reasons For Your Nomination

HELPFUL HINTS:

BE SUBSTANTIVE. Clearly describe the nature of the performance accomplishments and the significance to the University. Where relevant and possible, provide specific information like dates, number of persons affected, or amounts of cost savings.

NOMINATE THE RIGHT KINDS OF ACCOMPLISHMENTS. Note that the Commodore Awards are intended to acknowledge performance at an exceptional level.

FEEL FREE TO ATTACH ADDITIONAL PAGES. If necessary, your nomination can be continued on extra pages, and you are welcome to include any relevant attachments.

SEND YOUR NOMINATION TO:

COMMODORE AWARDS
Employee Relations Division
Human Resource Services
AA-0204 Med Ctr N. (2595)

Service Recognition

Maintaining a loyal, experienced work force is a primary objective at Vanderbilt. Your continuous service is recognized in many ways, such as increased vacation days and eligibility for matching contributions to the retirement plan.

Your supervisor will consider your length of service when making a decision — such as a promotion or transfer — involving you and staff members whose qualifications are relatively equal. Length of service may also be a consideration in vacation scheduling, reducing the work force, or making work assignments. The span of continuous service is computed from your hire date in a regular or term capacity and includes time when you may have been on an authorized leave of absence.

Continued service is also recognized through the Service Recognition Awards Program. Each year the University conducts service recognition programs to honor those who have achieved key service milestones. Supervisors are notified by the Employee Relations Division when a staff member will be completing five years of service. The department is asked to present a service memento to these valued individuals as part of departmental service recognition activities.

Annual service recognition ceremonies are held for staff members who are completing an employment anniversary of 10 years or more. These annual ceremonies help the University community recognize staff members who have provided dedicated, continuous service over many years. Departmental supervisors and other guests are invited to the ceremonies to extend congratulations and to participate in recognizing valued contributions.

M E M O R A N D U M

TO: All WSU Employees

FROM: Ad Hoc Committee on Employee Recognition
Bill Bierbaum Stan Schmid
Donna McCool Joe Spoonemore
Shirley Meckley Ray Wright

DATE: June 8, 1987

SUBJECT: Employee Recognition Program

Several months ago a group of interested persons began discussions about an employee recognition program. The effort quickly gathered momentum. When it was discovered that a number of groups on campus were investigating the possibility of implementing individual programs, representatives of these groups formed this ad hoc committee and we developed a proposal for a university-wide program.

The administration has now accepted and committed funding for the program and we are happy to announce its implementation.

The Employee Recognition Program has three distinct parts. They are as follows.

SERVICE AWARDS PROGRAM - Classified Staff and Administrative/Professional Exempt

The purpose of this program is to recognize employees for years of university employment. The recognition consists of a personal letter from the President upon attainment of five years of service. At 10, 20, and 30 years of service, employees will have a choice of one of two different awards. The Office of Staff Personnel will take orders for the awards--each an attractive WSU memento--and will send them to the appropriate department chairperson or their authorized representative for presentation to eligible employees. The awarding department may elect to give written acknowledgment along with the gift, and/or combine the presentation with other departments within a college for an annual social gathering. Employees at 10, 20 and 30 years will also receive a letter of recognition from President Smith.

BEST COPY AVAILABLE

RETIREMENT OF AN EMPLOYEE - Faculty, Classified Staff and Administrative/ Professional Exempt

Employees of Washington State University who retire upon completion of five or more years of service will be given a specially-designed retirement diploma signed by the President, the appropriate Vice President and Department Chairperson or Director. The Office of Retirement and Insurance will deliver the diploma to the chairperson prior to the retirement date for presentation to the employee.

DEATH OF A CURRENT EMPLOYEE - Faculty, Classified Staff and Administrative/ Professional Exempt

Upon the death of a current employee, a personal letter will be sent from the President to the family. A notice of death will be published in the Bulletin Calendar and a standard Washington State University flower arrangement will be sent. The University Relations Department will coordinate this program with the President's Office.

Very soon a memorandum from Shirley Meckley to department chairs, directors and deans will be sent with instructions for implementing the Service Awards Program. Over 30 percent of you will be eligible for the 10, 20, or 30 year awards. Another 20 percent of you have achieved five years of service. This fact alone makes a statement about your contributions to the University community. It is recognized and appreciated.

SM/lmh/9526J

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SELECTED READINGS

SELECTED READINGS

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"Milwaukee Gives Cash to Overacheiving Execs." *Library Journal* 111(10): 48, June 1, 1986.

Nathan, Felicia. "Analyzing Employers' Costs for Wages, Salaries, and Benefits." *Monthly Labor Review* 110(10): 3-11, Oct. 1987.

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Penzer, Erika. "Pentel of America: The Pen and the Sword." *Incentive* 163(12): 56-57, Dec. 1989.

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Stevenin, Tom. "Motivation Myths: Pitfalls of Incentive Programs." *Credit Union Executive* 28(4): 28-30, Winter 1988.

Wagel, William H. "Make Their Day - The Noncash Way!" *Personnel* 67(5): 41-44, May 1990.